

# Employee Volunteer Program Participation Confirmation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

We are pleased to confirm your participation in the Employee Volunteer Program. Your commitment to community service is commendable, and we appreciate your willingness to contribute your time and skills.

Details of your participation:

- Event: [Insert Event Name]
- Date: [Insert Event Date]
- Location: [Insert Event Location]
- Time: [Insert Event Time]

Please make sure to dress appropriately and bring any materials necessary for participation. If you have any questions, feel free to reach out to [Insert Contact Person] at [Insert Contact Information].

Thank you for your dedication to giving back to the community.

Sincerely,

[Your Name]

[Your Title]

[Company Name]