

Volunteer Shift Agreement

Date: [Insert Date]

To: [Volunteer Name]

From: [Organization Name]

Dear [Volunteer Name],

Thank you for your commitment to support our local initiatives. We are pleased to confirm your volunteering shifts as follows:

Agreed Shifts:

- Shift 1: [Date & Time] - [Activity]
- Shift 2: [Date & Time] - [Activity]
- Shift 3: [Date & Time] - [Activity]

Please arrive at least [15 minutes] before your scheduled shift. Should you have any questions or need to reschedule, feel free to reach out to us at [Contact Information].

We appreciate your support and look forward to working together to make a positive impact in our community.

Best Regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]