

Volunteer Engagement Confirmation

Dear [Volunteer Name],

We are excited to confirm your engagement as a volunteer for our upcoming educational programs at [Organization Name]. Your commitment to supporting our mission of [brief description of the mission] is greatly appreciated.

Details of your engagement are as follows:

- **Program Name:** [Program Name]
- **Date:** [Start Date] to [End Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Program Location]
- **Contact Person:** [Contact Name & Phone Number]

Please arrive 15 minutes early for orientation and bring [any specific materials or items needed]. If you have any questions, feel free to contact us at [Contact Email].

Thank you once again for your dedication to the education and growth of our community.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]