

# Volunteer Shift Confirmation

Dear [Volunteer Name],

Thank you for your commitment to our community service project! We are pleased to confirm your volunteer shift.

## Shift Details:

**Date:** [Date]

**Time:** [Start Time] to [End Time]

**Location:** [Location Address]

**Role:** [Volunteer Role]

Please arrive 15 minutes early to check in and receive any necessary instructions. If you have any questions or need to reschedule, feel free to contact us.

Thank you once again for your support!

Sincerely,  
[Your Organization Name]  
[Contact Information]