

Volunteer Duty Assignment

Date: [Insert Date]

Dear [Volunteer Name],

Thank you for your commitment to our organization. We are excited to assign you to the following duty for our upcoming event:

Event Details

Event Name: [Event Name]

Date: [Event Date]

Location: [Event Location]

Your Assignment

Role: [Assigned Role]

Time: [Start Time] to [End Time]

Tasks:

- [Task 1]
- [Task 2]
- [Task 3]

Please arrive at least 15 minutes before your scheduled time and report to [Supervisor Name/Location].

If you have any questions or need further assistance, feel free to reach out to us at [Contact Information].

Thank you for your valuable support!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]