

# Volunteer Roster for [Event Name]

Dear Volunteers,

We are excited to share the volunteer roster for the upcoming [Event Name] scheduled on [Event Date]. Below are the details of your shifts:

Volunteer Name	Role	Date	Time
Jane Doe	Check-in Coordinator	[Event Date]	9:00 AM - 12:00 PM
John Smith	Food Service	[Event Date]	12:00 PM - 3:00 PM
Emily Johnson	Cleanup Crew	[Event Date]	3:00 PM - 6:00 PM

Please arrive at least 15 minutes before your shift. If you have any questions or need to make changes to your schedule, feel free to reach out to us.

Thank you for your commitment and support!

Best Regards,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]