Volunteer Shift Allocation Announcement

Dear [Volunteer's Name],

We would like to thank you for your continued support and dedication to [Organization's Name]. We are pleased to inform you that we have allocated your shifts for the upcoming [Event/Project Name].

Your Assigned Shifts

- **Date:** [Date 1] | **Time:** [Start Time] - [End Time] | **Location:** [Location 1]
- **Date:** [Date 2] | **Time:** [Start Time] - [End Time] | **Location:** [Location 2]
- **Date:** [Date 3] | **Time:** [Start Time] - [End Time] | **Location:** [Location 3]

Please confirm your availability for these shifts by [Confirmation Deadline]. If you have any questions or need to make adjustments, feel free to contact us at [Contact Information].

Thank you for your commitment to making a difference!

Best regards,

[Your Name]
[Your Position]
[Organization's Name]
[Contact Information]