

# Approval for Volunteer Responsibilities Assignment

Date: [Insert Date]

To: [Volunteer Name]

From: [Your Name]

Subject: Approval of Volunteer Responsibilities

Dear [Volunteer Name],

We are pleased to inform you that your assignment as a volunteer for [specific event or project name] has been approved. Your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We appreciate your willingness to contribute your time and effort to this important cause. Please feel free to reach out if you have any questions or need further clarification regarding your responsibilities.

Thank you for your commitment!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]