

Notification of Change in Volunteer Position

Dear [Volunteer Name],

We hope this message finds you well. We would like to inform you that due to [reason for change], your volunteer position will be changing from [Current Position] to [New Position] effective [Date].

We appreciate your invaluable contributions and are confident that your skills will make a positive impact in your new role.

If you have any questions or concerns regarding this change, please do not hesitate to contact us at [Contact Information].

Thank you for your continued commitment and support.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]