

Volunteer Holiday Duty Reassignment

Date: [Insert Date]

Dear [Volunteer Name],

Thank you for your dedication and commitment to our organization. Due to recent changes in our scheduling, we need to reassign your volunteer duties for the upcoming holiday season.

New Assignment Details:

- **Date:** [Insert New Date]
- **Time:** [Insert New Time]
- **Location:** [Insert Location]
- **Task:** [Insert Task Description]

If you have any conflicts with this new schedule, please let us know as soon as possible. We appreciate your flexibility and understanding during this busy time.

Thank you once again for your valuable contributions. We look forward to seeing you!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]