

# Welcome to Our Volunteer Team!

Dear [Volunteer Name],

We are excited to have you on board! Your volunteer onboarding session is scheduled as follows:

## Onboarding Session Details

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Duration:** [Duration]

Please arrive 15 minutes early to allow for check-in. During this session, we will cover important information about our organization, your role, and the upcoming projects.

If you have any questions or need to reschedule, please feel free to reach out to us at [Contact Information].

We look forward to meeting you!

Best regards,

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