

Volunteer Confirmation Notice

Date: **[Insert Date]**

Dear **[Volunteer Name]**,

Thank you for your willingness to volunteer with us at **[Organization Name]**. We are pleased to confirm your participation in the upcoming event.

Event Details:

- **Event Name:** [Insert Event Name]
- **Date:** [Insert Event Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Location]

Your role will be: **[Insert Role or Task]**.

Please arrive 15 minutes early for orientation and to sign in. If you have any questions, feel free to contact us at **[Contact Information]**.

Thank you once again for your support and commitment to our cause!

Sincerely,

[Your Name]
[Your Title]
[Organization Name]