

# Adjusted Volunteer Work Timetable

Dear [Volunteer Name],

I hope this message finds you well. We would like to inform you of an adjustment to your volunteer work timetable.

## **New Timetable:**

- **Date:** [New Date]
- **Time:** [New Start Time] - [New End Time]
- **Location:** [New Location]

Please let us know if this new schedule works for you or if you have any concerns.

Thank you for your understanding and continued commitment to our cause!

Best regards,  
[Your Name]  
[Your Title]  
[Organization Name]