

Volunteer Shift Timetable Adjustment

Dear [Volunteer Name],

We hope this message finds you well. We want to express our gratitude for your dedication and support as a volunteer at [Organization Name].

Due to [reason for adjustment], we have made some adjustments to the volunteer shift timetable.

Updated Shift Timetable:

Date	Old Shift Time	New Shift Time
[Date 1]	[Old Time 1]	[New Time 1]
[Date 2]	[Old Time 2]	[New Time 2]

If you have any conflicts with the new schedule, please let us know as soon as possible so we can make the necessary arrangements.

Thank you for your understanding and flexibility.

Best regards,

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