

Confirmation of Volunteer Participation

Date: [Insert Date]

Dear [Volunteer Name],

We are thrilled to confirm your participation as a volunteer for the upcoming [Conference Name] scheduled on [Conference Dates] at [Venue]. Your involvement is crucial to the success of this event, and we appreciate your willingness to contribute your time and efforts.

Please find the details of your participation below:

- **Role:** [Volunteer Role]
- **Shift:** [Shift Time]
- **Check-in Location:** [Location]

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

Thank you for your commitment to making [Conference Name] a success. We look forward to working with you!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]