

Welcome to the [Conference Name]!

Dear [Volunteer Name],

We are thrilled to have you join our team for the upcoming [Conference Name] on [Conference Dates]. Your contribution as a volunteer is invaluable, and we appreciate your commitment to making this event a success.

Your main point of contact on our team will be [Staff Name], [Staff Position]. They will provide guidance and support throughout the conference, ensuring all volunteers have a rewarding experience.

We will be holding a volunteers' orientation session on [Orientation Date and Time]. This will be an opportunity for you to meet the staff, ask any questions, and learn more about your responsibilities. Please make every effort to attend.

Thank you once again for your participation! We look forward to an amazing conference together.

Best regards,

[Your Name]
[Your Position]
[Conference Name]
[Contact Information]