

Volunteer Position Update

Dear [Volunteer Name],

We hope this message finds you well. We want to take a moment to update you on your volunteer position with [Organization Name].

As you know, your contributions have been invaluable to our team, and we appreciate your ongoing commitment to our mission. Starting from [Date], your responsibilities will include [List of new responsibilities or changes].

We are confident that, with your skills and dedication, you will continue to make a significant impact. If you have any questions or need further clarification, please feel free to reach out.

Thank you for your continued support!

Best regards,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]