Sample Volunteer Assignment Approval Letter

[Your Name]

[Your Title]

[Volunteer Coordination Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, ZIP Code]

Dear [Volunteer's Name],

Subject: Volunteer Assignment Approval

I am writing to confirm the approval of your assignment as a volunteer for the [Event/Project Name].

Your willingness to contribute your time and effort to our cause is greatly appreciated.

Please review the attached volunteer assignment approval details, including task descriptions, schedule, and any specific guidelines. If you have any questions or need further information, please contact our volunteer coordination team.

We look forward to your valuable contributions and teamwork.

Best regards,

[Your Name]

[Your Title]