

Welcome Event Volunteer

Subject: You're All Set for [Event Name] - Thank You for Volunteering!

Hi [Volunteer Name],

Thank you so much for signing up to volunteer at [Event Name] on [Date]. We're absolutely thrilled to have your support for this important event!

Here's what you need to know:

- Your assigned role: [Role/Position]
- Check-in time: [Time] at [Location]
- What to bring: [Items/Requirements]
- Dress code: [Attire Requirements]

You'll be working alongside [Team/Supervisor Name], who will provide additional guidance on the day of the event. If you need to make any changes to your commitment or have questions beforehand, please contact us at [Contact Information].

Your contribution will directly help us achieve our goal of [Event Purpose/Goal]. We couldn't do this without amazing volunteers like you!

Looking forward to seeing you at the event!

Best,

[Your Name]

[Event Coordinator]

[Organization Name]

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