

Termination of Volunteer Involvement

Date: [Insert Date]

Dear [Volunteer's Name],

We want to express our sincere gratitude for the time and effort you have dedicated to our organization as a volunteer. Your contributions have been immensely appreciated.

However, we regret to inform you that we must terminate your volunteer involvement with us, effective immediately. This decision has been made after thorough consideration and is due to [reason for termination].

We hope you understand that this decision is in the best interest of our organization.

Thank you once again for your service. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]