

# Volunteer Service Termination Letter

Date: [Insert Date]

[Volunteer Coordinator's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Volunteer Coordinator's Name],

I hope this message finds you well. I am writing to formally inform you that I must terminate my volunteer service with [Organization Name], effective [Last Day of Service]. Due to unforeseen circumstances, I will be relocating to [New Location], which makes it impossible for me to continue my volunteering duties.

It has been a rewarding experience volunteering with [Organization Name], and I sincerely appreciate the opportunity to contribute to [mention specific projects or causes]. I have gained invaluable skills and met wonderful people during my time here.

Please let me know if there is anything I can do to assist with the transition. I hope to stay in touch and look forward to hearing about the great work [Organization Name] will continue to do in the future.

Thank you once again for the support and encouragement I received during my time volunteering.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]