

Volunteer Service Termination Letter

Date: [Insert Date]

To: [Volunteer Name]

[Volunteer Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We hope this message finds you well. We would like to take a moment to express our heartfelt gratitude for your dedicated service as a volunteer at [Organization Name]. Your contributions have made a significant impact on our community and are greatly appreciated.

We understand that due to recent job changes, you have decided to terminate your volunteer services with us. While we are sad to see you go, we support your decision and wish you all the best in your new endeavors.

Please remember that you will always be part of the [Organization Name] family, and we would be happy to have you back should circumstances allow in the future.

Thank you once again for your time and effort. We wish you continued success in your career.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]