

Volunteer Service Termination Letter

Date: [Insert Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We would like to express our sincere gratitude for your dedication and service as a volunteer with [Organization Name]. Your contributions have made a meaningful impact on our community.

Unfortunately, we understand that you are facing scheduling conflicts that hinder your ability to continue in your role. We respect your decision to prioritize your commitments and thus, we regret to inform you that we will be terminating your volunteer service effective [Termination Date].

Please know that you are always welcome to return in the future if your circumstances allow. We truly appreciate the time and effort you have contributed to our cause.

Thank you once again for being a part of our team. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]