

# Volunteer Service Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally announce my decision to terminate my volunteer service with [Organization Name], effective [Last Working Day, e.g., two weeks from today]. After careful consideration, I have concluded that I must focus on my educational commitments, which require my full attention at this time.

It has been a rewarding experience to contribute to [mention specific projects, tasks, or roles] and work alongside such a dedicated team. I am grateful for the opportunities I've been given and the relationships I've built during my time here.

Thank you for your understanding, and I hope to stay in touch in the future. Please let me know if there is any way I can assist during this transition period.

Sincerely,

[Your Name]