

Volunteer Service Termination Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that I will be terminating my volunteer service with [Organization's Name], effective [Last Day of Service, e.g., two weeks from the date above].

This decision has not come easily, but due to increased family responsibilities, I find that I am unable to commit the necessary time and energy to the organization. I truly value the experiences and relationships I have built while volunteering, and I am grateful for the opportunities I have had to contribute.

Please let me know how I can assist during the transition. I am committed to ensuring a smooth handover of my responsibilities and will gladly assist in any way I can until my last day.

Thank you for the understanding and support. I hope to stay in touch and wish [Organization's Name] continued success in its important work.

Sincerely,
[Your Name]