

Volunteer Service Termination Letter

Date: [Insert Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, ZIP Code]

Dear [Volunteer's Name],

We regret to inform you that your volunteer service with [Organization's Name] will be terminated effective [Termination Date] due to health reasons.

Your contributions have been invaluable, and we want to express our heartfelt appreciation for your dedication and support during your time with us. We understand that this decision is necessary for your well-being, and we fully support you in prioritizing your health.

If there are any final matters to discuss or if you need assistance in transitioning your responsibilities, please feel free to reach out to us.

Thank you once again for your service. We wish you all the best in your recovery and future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Contact Information]