

Volunteer Service Termination Letter

Date: [Insert Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We want to take a moment to express our gratitude for your time and efforts during your volunteer service with [Organization Name]. However, we have noticed a decline in your engagement and would like to address this matter.

Unfortunately, due to a lack of consistent participation and interest in the role, we have decided to formally terminate your volunteer service effective immediately.

We appreciate the contributions you have made during your time with us and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]