

Volunteer Service Termination Notification

Date: [Insert Date]

Dear [Volunteer's Name],

We hope this message finds you well. We would like to take a moment to express our gratitude for the time, effort, and dedication you have contributed to [Organization Name]. Your commitment has made a significant difference in our community.

Due to recent organizational changes, we regret to inform you that we must terminate your volunteer service with us, effective [Insert Termination Date]. This decision has not been made lightly, and we recognize the impact it may have on you.

We appreciate your understanding and support during this transition period. Should you have any questions or require further information, please feel free to reach out to us at [Contact Information].

Thank you once again for your valuable contributions to [Organization Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]