

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 hope this message finds you well. 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].

This decision was not made lightly, as I have genuinely enjoyed contributing to the organization and working alongside such dedicated individuals. However, I have decided to pursue other opportunities that align more closely with my current personal and career goals.

I am grateful for the experiences I have gained and the friendships I have formed during my time at [Organization Name]. I will always cherish the memories and the invaluable skills I have acquired while volunteering.

Please let me know how I can assist with the transition during my remaining time. Thank you once again for the opportunity to be part of such a meaningful cause.

Sincerely,

[Your Name]