

Letter of Acknowledgment and Farewell

Date: [Insert Date]

Dear [Volunteer's Name],

As you prepare to move on from your role as a volunteer with us, we want to take a moment to express our heartfelt gratitude for your invaluable contributions. Your dedication and passion have made a significant difference in our organization and the community we serve.

We acknowledge the time, effort, and talents you have invested in our projects. Your commitment has not gone unnoticed, and we will greatly miss your presence and input.

While we are sad to see you go, we wish you all the best in your future endeavors. Please keep in touch, and remember that you will always be a part of our family.

Thank you once again for everything. We hope your next steps are filled with success and fulfillment.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]