

# Dear [Volunteer's Name],

We wanted to take a moment to express our heartfelt gratitude for the invaluable contributions you've made during your time with us at [Organization Name]. Your dedication, passion, and commitment to our mission have truly made a difference.

Your efforts in [specific tasks or projects] have had a significant positive impact on our team and the community we serve. You will be greatly missed by our staff, volunteers, and everyone who has had the pleasure of working with you.

As you embark on this new chapter in your life, please know that you will always be a valued member of our family. We wish you all the best in your future endeavors.

Thank you once again for everything. Stay in touch!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]