

# Farewell Interview Inquiry

Dear [Volunteer's Name],

As we prepare to bid farewell as you move on to new adventures, we would like to take this opportunity to reflect on your time with us. Your contributions as a volunteer have made a significant impact on our organization, and we are grateful for your dedication and support.

We would like to invite you for a farewell interview, where we can discuss your experiences, insights, and thoughts about your time here. This will also help us understand how we can continue to improve our volunteer program.

Please let us know your availability for a short meeting. We look forward to hearing from you!

Thank you once again for your hard work and commitment. Wishing you all the best in your future endeavors!

Warm regards,  
[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]