

Volunteer Exit Assessment Request

Date: [Insert Date]

Dear [Volunteer's Name],

We want to take a moment to express our heartfelt appreciation for the valuable time and effort you have dedicated to [Organization's Name]. As part of our ongoing commitment to improvement, we would like to request your participation in an exit assessment.

Your feedback is crucial in helping us understand what worked well during your volunteer experience and where we can improve. We kindly ask you to share your thoughts on the following areas:

- Overall experience
- Support from staff
- Training and resources provided
- Suggestions for improvement

Please let us know your availability for a brief meeting or if you prefer to share your insights via email. Your responses will be kept confidential and will directly contribute to enhancing our programs.

Thank you once again for your invaluable contributions. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Organization's Name]

[Contact Information]