

Dear [Volunteer's Name],

I hope this message finds you well. As your time with us as a volunteer comes to a close, we would like to schedule a conversation with you to discuss your experience and gather your feedback.

Your insights are invaluable to us, and we want to ensure that your offboarding process is smooth and respectful. Please let us know your availability over the next week, and we will do our best to accommodate it.

Thank you for your dedication and commitment during your time with our organization. We appreciate everything you have done.

Looking forward to your reply.

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