

# Discontinuation of Volunteer Involvement

Date: [Insert Date]

[Volunteer Name]

[Volunteer Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We want to extend our heartfelt gratitude for your invaluable contributions and dedication during your time with [Organization Name]. Your commitment to our cause has made a significant impact.

However, after careful consideration, we regret to inform you that we must discontinue your volunteer involvement with us due to [brief reason for discontinuation, e.g., changes in program structure, personal circumstances, etc.]. This decision was not made lightly, and we truly appreciate the time and effort you've invested in our organization.

We wish you all the best in your future endeavors and encourage you to keep in touch. Should you wish to return in the future or if there are new opportunities, we would be happy to consider your involvement again.

Thank you once again for your service and understanding.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]