

Final Volunteer Position Update

Date: [Insert Date]

Dear [Volunteer Name],

Thank you for your dedication and service as a volunteer with [Organization Name]. We truly appreciate the time and effort you have invested in our programs.

This letter serves as a formal update regarding your final position with us. As of [Insert End Date], your volunteer role as [Insert Position Title] will conclude. Your contributions have made a significant impact, and we want to acknowledge your hard work.

We would love to stay in touch and keep you updated on future opportunities. If you have any questions or need further assistance, please do not hesitate to reach out.

Once again, thank you for your incredible support and commitment.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]