

Notification of End of Volunteer Duties

Date: [Insert Date]

Dear [Volunteer's Name],

We would like to take this opportunity to thank you for your dedicated service as a volunteer at [Organization Name]. Your contributions have made a significant impact on our community.

This letter serves to notify you that your volunteer duties will officially end on [End Date]. We appreciate all your hard work and commitment during your time with us.

If you need any further assistance or have any questions regarding this notification, please feel free to reach out to us.

Thank you once again for your valuable service.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]