

# Volunteer Termination Notice

Date: [Insert Date]

[Volunteer Name]

[Volunteer Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We appreciate your time and effort spent volunteering with [Organization Name]. However, we regret to inform you that we must terminate your volunteer position effective immediately.

The decision was made due to [brief reason for termination, e.g., attendance issues, changes in program needs]. We encourage you to reach out if you have any questions regarding this decision.

We thank you for your contributions and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]