

# Volunteer Service Cessation Letter

Date: [Insert Date]

Dear [Volunteer's Name],

I hope this message finds you well. I am writing to formally acknowledge the cessation of your volunteer service with [Organization Name] effective [Last Working Date].

We are deeply grateful for the time, effort, and passion you have dedicated to our organization. Your contributions have made a significant impact, and we appreciate everything you have done during your tenure with us.

If you have any questions or need assistance regarding the transition, please feel free to reach out.

Thank you once again for your service. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]