

Volunteer Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally inform you that I am terminating my volunteer contract with [Organization Name] effective [Last Working Day]. The decision has been driven by my increasing academic commitments that require my full attention.

I greatly appreciate the opportunity to contribute to [Organization Name] and the experiences I have gained while volunteering. I am committed to ensuring a smooth transition and will assist in any necessary handover duties during my remaining time.

Thank you for your understanding. I hope to stay in touch and wish [Organization Name] continued success in the future.

Sincerely,

[Your Name]