

# Volunteer Contract Termination

Date: [Insert Date]

To: [Volunteer Name]

Address: [Volunteer Address]

Dear [Volunteer Name],

We hope this message finds you well. We would like to take a moment to express our sincere gratitude for your valuable contributions as a volunteer with [Organization Name]. Your efforts have made a significant impact on our community.

However, we understand that circumstances change, and it has come to our attention that you are no longer available to fulfill your volunteer commitments due to [briefly explain reason, e.g., personal circumstances, job changes, etc.]. We completely understand and respect your decision.

As a result, we regret to inform you that we must terminate your volunteer contract effective [insert effective termination date]. This decision is made in accordance with our organizational policy regarding changes in availability.

We appreciate all the hard work and dedication you have shown during your time with us. Please know that you will always be a valued member of our community, and we hope to see you back in the future when your availability allows.

If you have any questions or require further information, please feel free to reach out to us.

Thank you once again for your efforts and contributions.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]