

Volunteer Contract Termination

Date: [Insert Date]

[Volunteer Name]

[Volunteer Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We appreciate the time and effort you have contributed to [Organization Name]. However, we regret to inform you that we must terminate your volunteer role due to dissatisfaction with your performance in this position.

While we recognize your contributions, we feel that the fit between your skills and the expectations of the role is not meeting our organization's needs. We encourage you to pursue opportunities that may align better with your passions and abilities.

Your termination is effective immediately. Please return any organizational property in your possession at your earliest convenience.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]