

# Volunteer Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally inform you of my decision to terminate my volunteer position with [Organization Name] effective immediately, due to personal reasons.

This decision was not made lightly, and I truly appreciate the experiences and opportunities I have gained while volunteering. I am grateful for the support and camaraderie I have experienced during my time here.

Please let me know if there are any formal procedures I should follow regarding my departure. I wish the organization continued success in its mission.

Thank you for understanding.

Sincerely,

[Your Name]