

# Volunteer Contract Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Volunteer Coordinator's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

## **Subject: Termination of Volunteer Contract**

Dear [Volunteer Coordinator's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to terminate my volunteer contract with [Organization Name] effective immediately due to unforeseen family obligations that require my attention.

It has been a rewarding experience working alongside the team and contributing to the mission of the organization. I appreciate the opportunities for personal and professional growth that I have gained during my time as a volunteer.

I am sincerely grateful for your understanding, and I hope to remain in touch in the future. Thank you for your support and the experiences shared.

Warm regards,

[Your Name]