

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Volunteer Coordinator's Name]

[Organization's Name]

[Organization's 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's Name], effective [Termination Date]. This decision comes due to health issues that I have been experiencing, which prevent me from fulfilling my volunteer duties effectively.

I want to express my gratitude for the opportunity to volunteer with [Organization's Name]. It has been a fulfilling experience, and I appreciate the support and camaraderie of the team.

Please let me know if there are any formalities I need to complete or if further information is required. I wish the organization continued success in its endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]