

# Volunteer Contract Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

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

Dear [Recipient Name],

I am writing to formally notify you of my decision to terminate my volunteer contract with [Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision comes as I have been presented with new opportunities that I feel I must pursue at this time.

It has been an incredible experience volunteering with your organization, and I am deeply grateful for the support and guidance received from both the team and the community.

I will ensure that my responsibilities are transitioned smoothly before my departure, and I am happy to assist in any way to facilitate this process.

Thank you once again for the opportunity to be a part of [Organization Name]. I look forward to keeping in touch, and I wish the team continued success in all future endeavors.

Sincerely,

[Your Name]