

Volunteer Contract Termination Letter

Date: [Insert Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, ZIP Code]

Dear [Volunteer's Name],

We are writing to formally inform you that your volunteer contract with [Organization Name] will be terminated, effective [Insert Termination Date], due to your upcoming relocation.

We want to express our sincere gratitude for your dedication and contributions during your time with us. Your efforts have made a positive impact on our organization and the community we serve.

We understand that relocation can be a significant decision and wish you all the best in your new endeavors. If you need any references or assistance during your transition, please do not hesitate to reach out.

Thank you once again for your service and commitment. We will miss you!

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]