

Volunteer Holiday Absence Notification

Date: [Insert Date]

Dear [Volunteer Coordinator's Name],

I hope this message finds you well. I am writing to inform you of my upcoming holiday plans and to formally notify you of my absence as a volunteer.

I will be away from [Start Date] to [End Date] and will not be able to participate in any volunteering activities during this period. I will ensure that my responsibilities are taken care of before my departure and will communicate with fellow volunteers regarding any ongoing projects.

Thank you for your understanding. I look forward to resuming my volunteer duties upon my return.

Warm regards,

[Your Name]

[Your Contact Information]