

Volunteer Cessation of Activities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally inform you of my decision to cease my volunteer activities with [Organization Name], effective [Last Active Date].

This was not an easy decision to make, as I truly enjoyed being a part of the team and contributing to our shared mission. However, due to [brief reason for cessation, e.g., personal obligations, health issues], I must step back at this time.

I am grateful for the experiences I have gained and the wonderful people I have met during my time volunteering. I hope to stay in touch and support the organization in any way I can in the future.

Thank you for the opportunity to be part of such a meaningful cause.

Sincerely,

[Your Name]