

# Dear [Volunteer's Name],

As you prepare to leave your position as a volunteer with us, we want to take a moment to express our heartfelt appreciation for all the time and effort you have dedicated to our cause.

Your commitment and passion have significantly impacted our community and made a real difference in the lives of many. We are grateful for your contributions and the positive energy you brought to our team.

Although we will miss you, we wish you all the best in your future endeavors. You will always be a part of our family, and we hope to stay in touch!

Thank you once again for everything. Best of luck in your next chapter!

Sincerely,

[Your Name]  
[Your Position]  
[Organization Name]  
[Contact Information]