

Volunteer Departure Communication

Dear [Volunteer's Name],

We hope this message finds you well. We want to take a moment to express our heartfelt gratitude for your dedication and service during your time with [Organization's Name]. Your contributions have made a significant impact, and we are truly thankful for your hard work and commitment.

As you prepare to leave, we want to ensure that the transition is as smooth as possible. Please let us know if there are any outstanding tasks or projects that need to be finalized. We would appreciate your assistance in handing over any responsibilities and providing guidance to your successor.

We would love to celebrate your time with us! Please join us for a farewell gathering on [Date] at [Location]. This will be a wonderful opportunity for us to wish you well in your future endeavors.

Thank you once again for everything you've done. We wish you all the best in your next steps, and you will always be a part of the [Organization's Name] family.

Warm regards,

[Your Name]

[Your Position]

[Organization's Name]

[Contact Information]