

End of Term Notice

Date: [Insert Date]

Dear [Volunteer's Name],

We would like to take a moment to express our heartfelt gratitude for your invaluable contributions during your volunteer term with us at [Organization Name]. Your commitment and dedication have made a significant impact on our community.

This letter serves as a formal notice to inform you that your volunteer term will conclude on [Insert End Date]. As we continue to look for ways to improve our programs, your feedback would be greatly appreciated.

Please feel free to reach out if you have any questions or if you would like to discuss your experiences further.

Thank you once again for your support and dedication. We wish you the best in your future endeavors!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]