

Letter of Appreciation

Date: [Insert Date]

Dear [Volunteer's Name],

As you prepare to retire from your role as a dedicated volunteer at [Agency Name], we want to take a moment to express our heartfelt appreciation for your unwavering commitment and service to our community.

Your numerous hours spent supporting our programs have greatly impacted the lives of those we serve. Your compassion, kindness, and tireless efforts have made a significant difference in the lives of many individuals and families.

We are truly grateful for your contributions and the positive energy you brought to our agency. It has been an honor to work alongside you, and your legacy will continue to inspire our team and the community.

As you embark on this new chapter, we wish you all the happiness and fulfillment that retirement can bring. Please keep in touch, and know that you will always be a part of the [Agency Name] family.

Thank you once again for your service.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]