

Reminder: Voluntary Service Withdrawal

Dear [Volunteer's Name],

This is a friendly reminder regarding your request to withdraw from your voluntary service with [Organization Name]. We understand that circumstances may change and appreciate the notice you have provided.

As per our records, your official withdrawal date is set for [Withdrawal Date]. Please let us know if you need any assistance during this transition period or if you'd like to discuss your experience with us.

Thank you for your contributions. We hope to keep in touch in the future.

Best regards,

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