

Contract Termination Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. We regret to inform you that we have decided to terminate your contract as the Volunteer Coordinator at [Museum Name], effective [Effective Date]. This decision was not made lightly and comes after careful consideration of our current circumstances.

We appreciate your contributions and dedication to our organization during your tenure. Your efforts in managing volunteers and organizing events have been invaluable, and we are grateful for your hard work.

Please ensure that all museum property is returned by [Return Date]. We are happy to provide you with a reference for any future opportunities you may pursue.

Thank you once again for your service.

Sincerely,

[Your Name]

[Your Title]

[Museum Name]

[Museum Address]

[Contact Information]