

# Volunteer Agreement Termination

Date: [Insert Date]

[Volunteer Name]

[Volunteer Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We want to take this opportunity to thank you for your commitment and dedication as a volunteer with [Organization Name]. Your contributions have made a significant impact during your time with us.

As you are aware, your agreed time commitment of [Insert Duration] will be concluding on [Insert End Date]. We appreciate the effort you have put into [specific tasks or projects] and are grateful for your support.

We understand that all good things must come to an end, and we formally want to acknowledge the completion of your volunteer agreement. Your contributions will always be valued, and we hope to stay in touch with you for any future opportunities.

Please feel free to reach out if you would like to discuss your experience with us or if you need any references for your future endeavors.

Thank you once again for your time and effort!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]