

Volunteer Agreement Termination

Date: [Insert Date]

[Volunteer Name]

[Volunteer Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We hope this message finds you well. We are writing to formally notify you of the termination of your volunteer agreement with [Organization Name] due to inactivity.

As per our records, you have not participated in any volunteer activities since [Last Active Date]. We value the time and effort you have contributed to our organization, but we are unable to maintain your volunteer status without active participation.

If you wish to resume volunteering with us in the future, please feel free to reach out. We would be more than happy to welcome you back.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]