

Volunteer Agreement Termination

Date: [Insert Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We hope this message finds you well. We want to express our sincere gratitude for the time and effort you have dedicated to [Organization Name]. Your contributions have made a significant impact in our community.

Due to recent organizational changes, we regret to inform you that we must terminate your volunteer agreement, effective [Effective Termination Date]. This decision has not been made lightly, and it reflects a realignment of our current projects and priorities.

We appreciate your understanding and hope that you will find opportunities for service that align with your skills and passion. If you have any questions or need support during this transition, please do not hesitate to reach out.

Thank you once again for your invaluable service. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]