

Volunteer Agreement Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my decision to terminate my volunteer agreement with [Organization Name] effective immediately due to personal reasons.

I have greatly appreciated the opportunity to contribute to the mission of [Organization Name] and have enjoyed my time volunteering. However, after careful consideration, I believe it is best for me to step back at this time.

Thank you for the support and encouragement during my time as a volunteer. I hope to stay connected and wish the organization continued success in all its future endeavors.

Sincerely,

[Your Name]