

Volunteer Agreement Termination

Date: [Insert Date]

[Volunteer Name]

[Volunteer Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We are writing to inform you that, as of [Termination Date], your volunteer agreement with [Organization Name] has been terminated due to violations of our established policies. We value the commitment of all our volunteers to uphold the standards set forth in our guidelines and to contribute positively to our mission.

It has come to our attention that the following policy violations occurred:

- [Describe policy violation 1]
- [Describe policy violation 2]
- [Describe policy violation 3]

Due to the serious nature of these infractions and after careful consideration, we find it necessary to terminate your volunteer participation. Please note that this decision is final and effective immediately.

We appreciate the time and effort you have dedicated to our organization during your involvement, and we wish you all the best in your future endeavors.

If you have any questions regarding this decision, please feel free to reach out to us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]