

# Volunteer Agreement Termination Letter

Date: [Insert Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We would like to express our sincere gratitude for the time and effort you have dedicated to [Organization Name]. Your contributions have been invaluable, and we truly appreciate your commitment to our mission.

However, due to ongoing scheduling conflicts, we regret to inform you that we must terminate your volunteer agreement, effective [Insert Termination Date]. We understand that personal and professional commitments can change, and we respect your need to prioritize them.

If you are open to it, we would be pleased to discuss potential opportunities for collaboration in the future once your schedule allows. We value your skills and would be happy to welcome you back when the time is right.

Thank you once again for your support and understanding. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]