

Volunteer Agreement Termination Letter

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 would like to express our sincere gratitude for the time and effort you have dedicated to [Organization Name]. Your contributions have made a significant impact, and we are thrilled to inform you about an opportunity for you to transition to a paid role within our team.

As part of this transition, we kindly ask you to acknowledge the termination of your current volunteer agreement, effective [Insert Effective Date]. This will allow us to formalize your new position and ensure a smooth onboarding process.

Please sign and return the attached acknowledgement form by [Insert Deadline]. If you have any questions or need further assistance, feel free to reach out to us.

Thank you once again for your invaluable support. We look forward to having you on board in your new capacity!

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]