

Volunteer Agreement Termination Notice

Date: [Insert Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

This letter serves as formal notification regarding the termination of your volunteer agreement with [Organization Name] due to unsatisfactory performance. After careful evaluation of your contributions and adherence to our established standards, we have concluded that your performance has not met the expectations outlined in our agreement.

We appreciate the time and effort you have dedicated to our organization. However, we must ensure that all volunteers consistently uphold the values and responsibilities set forth by our team.

Your last day of volunteer service will be [Insert Date]. Please ensure that all tasks and responsibilities are concluded by this date. Any materials or property belonging to [Organization Name] should be returned promptly.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]