

Volunteer Agreement Termination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Volunteer Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Volunteer Coordinator's Name],

I hope this message finds you well. I am writing to formally acknowledge the mutual agreement to terminate my volunteer agreement effective [Insert Termination Date].

It has been a rewarding experience to work with [Volunteer Organization Name] and I truly appreciate the opportunities I have been given during my time as a volunteer.

Please let me know if there are any formalities that I need to complete following this termination.

Thank you once again for the experience and everything I learned while volunteering.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]