

Temporary Contract Termination Notice

Date: [Insert Date]

[Your Name]
[Your Position]
[Organization Name]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Volunteer's Name]
[Volunteer's Address]
[City, State, Zip Code]

Dear [Volunteer's Name],

We regret to inform you that your temporary volunteer contract with [Organization Name] will be terminated effective [Termination Date]. This decision has been made due to [brief reason for termination, if applicable].

We appreciate your contributions and commitment during your time with us. Your efforts have made a significant impact, and we are grateful for your service.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you once again for your time and dedication.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]