

Closure of Volunteer Position

Date: [Insert Date]

Dear [Volunteer's Name],

We hope this message finds you well. We want to take a moment to express our sincere gratitude for your invaluable contributions as a volunteer with [Organization Name]. Your dedication and hard work have made a significant impact on our community.

We regret to inform you that your volunteer position will be coming to an end on [Last Working Date]. This decision was made due to [insert reason for closure, e.g., project completion, organizational changes, etc.].

Please know that your efforts during your time with us have not gone unnoticed. We genuinely appreciate everything you have done and achieved.

If you need any assistance or would like a reference for future opportunities, please do not hesitate to reach out.

Thank you once again for your time, dedication, and support.

Best wishes for your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]