

Announcement of End of Volunteer Participation

Date: [Insert Date]

Dear [Volunteer Name],

We hope this message finds you well. We want to take a moment to express our heartfelt gratitude for your dedicated service and commitment as a volunteer with [Organization Name]. Your contributions have significantly impacted our community, and we sincerely appreciate all the time and effort you have invested.

As we move forward, we want to inform you that your term of participation as a volunteer will officially conclude on [End Date]. We understand that circumstances can change, and we respect your decision to transition away from your role.

If you have any questions or need assistance during this period, please do not hesitate to reach out to us. We remain grateful for your involvement and hope to keep in touch in the future.

Thank you once again for everything you have done. We wish you the very best in your future endeavors.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]