

Letter of Discontinuation of Volunteer Engagement

Dear [Volunteer's Name],

We hope this message finds you well. We would like to take a moment to express our sincere gratitude for the time and effort you have dedicated to [Organization/Project Name]. Your contributions have had a positive impact on our community, and we are truly thankful.

However, we regret to inform you that we have decided to discontinue your volunteer engagement due to [reason for discontinuation, e.g., changes in organizational needs, personal circumstances, etc.]. This decision was not made lightly, and we value the important role you have played in our team.

We encourage you to reach out if you have any questions or would like to discuss your experience with us further. We wish you all the best in your future endeavors and hope that you continue to make a difference wherever you go.

Thank you once again for your commitment and dedication.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]