

Volunteer Termination Letter - Heartfelt

Subject: Changes to Your Volunteer Role

Dear [Volunteer Name],

It is with a heavy heart that I must inform you that your volunteer position with [Organization Name] will be ending, effective [Date].

This difficult decision stems from [reason - organizational restructuring/policy violations/availability conflicts]. Please know that this decision was not made lightly, and we genuinely value the time and energy you have contributed to our mission.

Your dedication to [specific contributions] has made a meaningful impact on our community, and we are grateful for your service. We hope that circumstances may allow for future collaboration.

Please return your volunteer ID and any organization materials by [Date]. If you have any questions or concerns, please don't hesitate to contact me directly.

With sincere appreciation,

[Volunteer Coordinator Name]

[Organization Name]

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