

Appreciation for departing volunteer

Dear [Volunteer Name],

While we're sad to see you go, we want to express our heartfelt gratitude for the time you've dedicated to [Organization Name] over the past [time period].

Your contributions to [specific projects/roles] have left a lasting impact on our organization and the community we serve. The [specific achievement] will continue to benefit people for years to come, and that's a testament to your hard work and dedication.

Beyond your tangible contributions, you brought a positive spirit and collaborative attitude that enriched our volunteer community. Many team members have mentioned how much they enjoyed working alongside you.

As you move forward to [new opportunity/relocation/etc.], please know that you'll always have a place in our organization family. We hope our paths will cross again in the future.

Wishing you all the best in your next chapter.

With warm regards and lasting gratitude,

[Your Name]

[Title]

[Organization]

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