

Appreciation message for departing volunteers

Subject: Thank You and Best Wishes on Your New Journey

Dear [Volunteer Name],

While we're sad to see you go, I wanted to send you off with our heartfelt thanks and best wishes for your next adventure. Your time with [Organization Name] has been truly valued, and your departure leaves a noticeable gap in our volunteer team.

During your [time period] with us, you've made significant contributions to [specific projects or areas]. Your work on [particular achievements] will have lasting impact long after your departure. More than that, your [personality traits - kindness, humor, dedication] brought joy and energy to our workplace that made everyone's experience better.

We understand that life takes us in different directions, and we're grateful for the time you were able to share with us. Whether you're moving, starting a new job, returning to school, or pursuing other opportunities, we wish you all the success in the world.

Please know that you'll always be welcome back if your circumstances change. Once part of the [Organization Name] family, always part of the family. We'd love to hear updates on how you're doing, so please stay in touch when you can.

Thank you for everything you've given to our organization and community. You've made a difference that will be remembered.

Warmest regards and best wishes,

[Your Name]

[Your Title]

[Organization Name]

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