TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Volunteer Thank You Note

Dear **[Volunteer's Name]**,

I wanted to take a moment to express my sincere gratitude for your time and dedication to **[Name of organization]**. Your hard work has made a tremendous impact on our mission and the community we serve. Your selflessness and generosity have not gone unnoticed, and we could not have achieved such success without you.

Thank you for sharing your skills, passion, and energy with us. You have been an invaluable asset to our team, and we are grateful for everything you have done. Please know that your contributions have made a difference and we look forward to continuing to work together towards our goals.

Once again, thank you for your unwavering commitment and dedication to our cause. We appreciate you and all that you do.

Sincerely,

**[Your Name]**

**[Position]**