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 personally thank you for your hard work and dedication to **[Name of organization]**. Your commitment to our mission has been an inspiration to us all. Your positive attitude, professionalism, and willingness to go above and beyond have not gone unnoticed.

Your contributions have made a significant impact on our organization and the people we serve. You have made a real difference in the lives of so many and we are grateful for everything you have done.

Thank you for sharing your time, talents, and passion with us. We are honored to have you as a volunteer and look forward to continuing to work with you.

Sincerely,

**[Your Name]**

**[Position]**