To: name@email.com
From: name@email.com
Subject: Volunteer Termination Letter.

Dear Sir,

This is to inform you that I am moving to the US to pursue my higher studies. This makes it not possible for me to volunteer for Save the Children organization from now onwards. Therefore I request you to please truncate my appointment as a volunteer here, preferably effective from 31st January 2017. It was nice to work with your organization as it helped me gain a lot more experience.

Thank you for the opportunity given to me to render my volunteering services for you.

Yours sincerely,

Swaroopa Sudhir