From,

4A, Block-C,

Shaktivihar,

Lalpur, Ranchi.

Date: 26 December 2016

To,

5D, Block-C,

J M Road, Rohini

Delhi.

Sub: The termination of volunteering service

Respected Sir,

I have been associated with your organization volunteering for the Educational Program for nearly five years. I feel deep regret informing you that in spite of my love for the job above, I am compelled to decide ending the contract due to some unavoidable reasons.

My family and I are moving to a remote locality seeking a better livelihood. Thus I will not be able to render my services to your company correctly. I request the truncation of my contract with your business on the 15th of next month and allow me to move on. I would be grateful if you accept my letter of termination.

Thanking you,

Yours faithfully,

Smith Jones