From,

Sender/Your name…

Job Designation…

***Date: DD/MM/YY*** (Date on which the letter is written)

To,

Receiver/Authority name…

Job Designation…

Organization/Institute name…

***Sub: The termination of volunteering service***

Respected (Name/Sir),

I have been associated with your organization volunteering for the (job volunteered for) for nearly (period of volunteering). (Describe in your words). I feel deep regret informing you that I am compelled to take the decision of ending the contract due to some unavoidable reasons. (Explain all about the situation).

I will not be able to render my services to your company properly due to (reason for the termination). (Explain the actual problem and situation). Under these dire circumstances to avoid inconveniences of any sort, I request the truncation of my contract with your company on the (Date of termination) and allow me to move on. (Cordially describe your greetings and requirements).

Thanking you,

Yours faithfully,

Name and Signature…