From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date on which the letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: The termination of volunteering service

Respected Sir,

I have been associated with your organization volunteering for the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (job volunteered for) for nearly \_\_\_\_\_\_\_\_\_\_\_\_\_\_(period of volunteering). I feel deep regret informing you that I am compelled to take the decision of ending the contract due to some unavoidable reasons.

I will not be able to render my services to your company properly due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (reason for the termination). 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.

Thanking you,

Yours faithfully,

Name and Signature