

[Your Name]  
[Your Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Volunteer's Name]  
[Volunteer's Address]  
[City, State, Zip Code]

Dear [Volunteer's Name],

I hope this message finds you well. On behalf of [Organization Name], I would like to take a moment to express our heartfelt gratitude for the incredible contributions you have made as a volunteer with us. Your dedication and commitment have significantly impacted our organization and the communities we serve. [Include a specific example of the volunteer's contributions or achievements]. Thank you for your time, effort, and unwavering support. We truly appreciate your hard work and the positive energy you bring to our team. We look forward to continuing our partnership and the positive changes we can create together.

Warmest regards,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Organization Name]