YOUR LOGO/ADDRESS/ETC. HERE

Volunteer Name

Volunteer Address

Date

# Dear *Name of volunteer*,

Thank you for your service as a University of Florida volunteer for *Name of Volunteer Program*. The purpose of this letter is to notify you that, after careful consideration and effective on *Date*, we have decided to release you from your volunteer services.

Note, annual approval of volunteer services is required for each volunteer regardless of history or years of service. The department or academic unit may release a volunteer at any time, for any reason and without prior notice.

Sincerely,