SAMPLE LETTER USED TO DISMISS A VOLUNTEER
Provided by Joy Beeler of Ukiah Main Street, Calif.

NOTE: This letter is written on the assumption that the Main Street program included language in a manual, handbook and/or letter of agreement that outlined the service requirements and that the addressee received a copy of such document. Programs who do not have such a document in place and distributed regularly, should consider doing so.

Dear _____:

Thank you for your interest and involvement in the ____ Main Street Program and the time you spent volunteering [INSERT SPECIFIC TASK if desired]. Your outgoing personality and winsome way with people was a real asset to us.

We are so disappointed that your schedule has not allowed you to keep the requirements of [INSERT ROLE, e.g., director, sub-committee chairperson, event volunteer, etc.], as outlined in our [INSERT MANUAL TYPE, e.g., Director’s Manual, Volunteer Guidelines, Committee Handbook, etc.]. We need to secure a replacement for your position and terminate our letter of agreement.

I trust that when your schedule changes and you feel that you can meet the requirements of this position, we can once again have you be a part of our volunteer team. In the meantime if you are interested in [INSERT OTHER VOLUNTEER OPPORTUNITY that may be available if any, e.g., interested in any one of our standing committees; Design, Promotion, Organization and Economic Restructuring] we would welcome your involvement.

Best wishes,