



Dear **Volunteer Name**,

On behalf of XX organisation, I would like to personally thank you for volunteering your time with our XXX service. From, start to finish you were an incredible volunteer and because of your dedication we have been able to continue supporting local people in need. The time, talent and effort that you have put in at XX org name, has been invaluable. I hope that you have enjoyed your volunteering experience and found it to be beneficial.

We are always searching for new volunteers like you, so to help us to improve the experiences of our future volunteers, we would appreciate if you could complete our short, online Volunteer Survey at the following link: If you would prefer to meet to do this in person or to complete it over the phone, please let me know.

I hope that we have the chance to work together again in the future and wish you all the best. If you need anything in the future please don't hesitate to get in touch,

Best wishes,