



September 15, 2009

Mr. Joe Smith Volunteer
1234 Any Street
Anytown, USA

Dear Joe,

I want to thank you for the many years of dedicated service you have contributed to the AARP Tax-Aide program. The growth and success of the program is due in large part to the efforts of volunteers like you.

As I am sure you will agree, it is now time to allow other volunteers to assume a leadership role and give them the opportunity to grow in the program. For this reason, we will not be renewing your appointment as (*name of position*), but we hope you will give your successor all the help and support you can to ensure a smooth transition.

You have our best wishes for your continued health and happiness.

Sincerely,

Volunteer Leader's Name and Title
AARP Tax-Aide Program