Name

Address 1

Address 2

Address 3

Dear [Name]:

It is both an honour and a pleasure to thank you for your [many years of] diligent service as [a volunteer for Queen’s] OR [title/s of specific volunteer role/s]. [Your dedication and experience] OR [Your creative energy and commitment] will be missed.

The vital role that you’ve undertaken as [title of volunteer role] OR [a much-valued volunteer], your [notable duty/characteristic 1], your [notable duty/characteristic 2] and your [notable duty/characteristic 3] have been greatly appreciated and enjoyed by your fellow volunteers, and the many Queen’s staff and senior administrators that you’ve worked alongside.

Your participation in the life and work of Queen’s has grown steadily since you first joined us as a volunteer in [year]. I particularly remember…[Include information about a specific event he/she worked on and the specific impact he/she made.]

For your steadfast loyalty, generosity and commitment, you’ve earned the respect and admiration of our whole community.

We wish you the very best of luck with your future endeavours, and hope you will continue to nurture your ties with your Queen’s family.

Sincerely,

[Staff person or senior administrator]