[Insert name]

[Insert address]

[Insert date]

[Sent by email/delete as appropriate]

Dear [Insert name]

**End of Volunteer Agreement**

Further to your resignation [email/message/conversation] to [Insert Point of Contact Name, Point of Contact Role], dated [Insert Date], I am writing to confirm that it has been agreed that your volunteer agreement ended on [Insert Date].

**Confidential Information**

You are reminded of the terms of your Volunteer Agreement. You shall not use, or disclose to any person or third party, any confidential information about the business or affairs of [PCC of XXXX], any of the people they serve, or about any matters which may have come to your knowledge in the course of your work as a volunteer.

Yours sincerely

[Signature]

**[Full Name]**

**[Title]**