



### Volunteer and Intern Notice Of Termination

This is to serve as official notice that \_\_\_\_\_,  
(Name of Volunteer)  
serving as a \_\_\_\_\_, has been terminated  
(Job Title)  
as a volunteer for the \_\_\_\_\_ on \_\_\_\_\_.  
(Name of Program/Facility) (Date)

Reason for Termination: (circle one)

- |                               |                                         |
|-------------------------------|-----------------------------------------|
| A. Completed Assignment       | B. Resignation                          |
| C. Unsatisfactory Performance | D. Non-Compliance of Departmental Rules |
| E. Other _____                |                                         |

\_\_\_\_\_  
(Signature of Volunteer's Supervisor)

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS  
(For CHD/CMS Volunteer Coordinator Use Only)

(Please return to the CHD/CMS volunteer coordinator within seven (7) days of termination.)