**When Volunteers Leave**

There are a lot of different reasons for a volunteer to leave. When a volunteer decides to leave, there are things you can do to make the process easier.

* Tell the volunteer the formal notice you would like to make the handover process smooth. For example, 2 weeks’ notice to find a replacement.
* Tell the volunteer how to return any items, such as name tags, uniforms, equipment, etc.
* Ask the volunteer how they would like other members of the team to know why they are leaving.
* Set up an exit interview to get feedback
* Offer to write a reference letter for your volunteer
* Have a farewell celebration or have all members of the team sign a farewell card.

If you offer a positive and respectful farewell process, you are leaving the door open for them to come back one day or for them to recommend the new vacancy to their family or friends.