

Date: [Insert Date]

Dear [Applicant's Name],

Thank you very much for interviewing for the volunteer position of [Volunteer Role] at [Organization Name]. We value the time and effort you dedicated to the application process and sincerely appreciate your interest in supporting our mission.

After careful consideration, we regret to inform you that we will not be moving forward with your application for this particular volunteer opportunity. This was a difficult decision due to the many qualified and passionate candidates we interviewed.

We are grateful for your willingness to volunteer, and we encourage you to stay engaged with [Organization Name] for future opportunities. We would be happy to keep your application on file and notify you of any new volunteer positions that align with your interests and experience.

Thank you again for your interest and understanding. We wish you all the best and hope to work with you in some capacity in the future.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]