

# Exit / Transition

[Ending a volunteer placement](#) should be handled with care and appreciation. A simple thank-you, an opportunity for feedback, and a clear process for wrapping up responsibilities help ensure a positive conclusion. Where possible, offer a certificate or reference and invite the volunteer to stay connected for future opportunities. Celebrate wins, milestones, recognise contribution.

## ✓ Standards

- Provide a positive exit: notice, handover, kit return, exit conversation, [offer of reference](#) (where appropriate), and invite to volunteer network.
- Update DBS/training records and **revoke access** to systems; retain data per schedule, then delete.
- Update local records, notify service user if relevant, notify other organisations if relevant.
- Ask volunteers if they would like to keep in touch or receive updates from your organisation.



## Retention Rate Calculator

Use a [Volunteer Retention Rate Calculator](#) to calculate how many volunteers your organisations retains.



## Templates

15. [VfH | Volunteer Exit Interview Paper Form](#)
16. [VfH | Volunteer Exit Interview Online Form](#)
17. [VfH | Volunteer Exit Check List](#)
18. [VfH | Outbound Reference Letter Template](#)
19. [VfH | Outbound Reference Email Template](#)

