

Letter of Ending Volunteer Commitment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of my decision to end my volunteer commitment with [Organization's Name], effective [Last Day of Volunteering, e.g., "two weeks from today"].

This decision was not made lightly, as my time with the organization has been both fulfilling and rewarding. I have enjoyed working alongside talented individuals and contributing to [mention specific projects or initiatives].

Thank you for the opportunities I have had during my time at [Organization's Name]. I will always cherish the memories and experiences gained.

I am happy to assist in the transition process to ensure that my responsibilities are handed over smoothly.

Warm regards,

[Your Name]