

# Letter of Resignation from Volunteer Responsibilities

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[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 resign from my volunteer position at [Organization's Name], effective [Last Working Day, e.g., two weeks from today].

It has been a truly rewarding experience to be a part of [Organization's Name] and to contribute to [specific projects or initiatives]. However, due to [brief explanation of reason, e.g., personal commitments, health reasons], I am unable to continue my volunteer responsibilities.

I appreciate the opportunities I have had to grow and learn from my time here, and I deeply value the connections I've made. I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities.

Thank you for your understanding. I wish [Organization's Name] continued success in its important work.

Sincerely,

[Your Name]