Departure Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Organization Coordinator's Name],

I hope this message finds you well. I am writing to formally announce my decision to step down from my volunteer position with [Organization Name], effective [Last Working Day].

It has been a rewarding experience to work alongside such dedicated team members, and I am grateful for the opportunity to contribute to [specific project or cause].

Thank you for your support and understanding. I wish [Organization Name] continued success in all its endeavors.

Sincerely,

[Your Name]