

# Resignation Letter from Volunteer Role

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my volunteer position at [Organization's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one to make. I have enjoyed my time working with the team and contributing to [specific projects or tasks]. However, due to [reason for leaving, e.g., personal commitments, changes in schedule], I feel it is best for me to step down from my role.

I am grateful for the experiences and relationships I have built during my time at [Organization's Name]. I hope to stay in touch and remain connected to the incredible work being done.

Thank you for your understanding and support. I wish [Organization's Name] continued success in the future.

Sincerely,

[Your Name]