

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[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 position as a community service volunteer with [Organization's Name], effective [last day of service, typically two weeks from the date above].

This was not an easy decision to make, but due to [brief reason for resignation, e.g., personal commitments, health issues, job opportunities], I feel it is necessary for me to step down.

I am truly grateful for the opportunity to contribute to [mention any specific program, project, or impact]. It has been a rewarding experience working alongside such dedicated individuals and serving the community.

I will ensure a smooth transition by wrapping up my tasks and providing any necessary assistance during this period. Please let me know if there's anything specific you would like me to do.

Thank you once again for the opportunity to be a part of [Organization's Name]. I hope to stay in touch, and I wish the organization continued success in its endeavors.

Sincerely,

[Your Name]