

[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 announce my decision to step down from my volunteer duties with [Organization's Name], effective [Last Working Day, e.g., two weeks from today].

This decision was not made lightly, and I have greatly enjoyed working alongside the team and contributing to our shared mission. However, due to [reason for stepping down, e.g., personal commitments, time constraints], I believe this is the best course of action at this time.

I would like to express my gratitude for the experiences I have gained while volunteering with your organization. I will cherish the memories and the relationships I have built here.

Please let me know how I can help during this transition period. I am more than willing to assist in training a replacement or handing off my current projects.

Thank you once again for the opportunity to be part of such a wonderful organization. I wish you and the team all the best in your future endeavors.

Sincerely,

[Your Name]