

Withdrawal from Volunteer Service

Dear [Volunteer Coordinator's Name],

I hope this message finds you well. I am writing to formally withdraw from my volunteer position at [Organization Name], effective [Last Working Day, e.g., two weeks from today's date].

This decision was not an easy one, as I have greatly enjoyed my time volunteering and contributing to [specific project or activity]. However, due to [brief reason, e.g., personal commitments, changes in my schedule], I am unable to continue at this time.

I want to express my heartfelt gratitude for the opportunity to be a part of such a dedicated team. I have learned so much and will cherish the experiences and friendships I have made during my time here.

Please let me know how I can assist in the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for everything. I hope to stay in touch and wish [Organization Name] all the best in future endeavors.

Sincerely,
[Your Name]
[Your Contact Information]