

Volunteer Service Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Coordinator's Name],

I am writing to formally resign from my volunteer position at [Organization Name], effective [Last Working Day]. This decision was not easy and comes due to personal reasons that require my attention.

It has been a pleasure to work alongside such a dedicated team, and I am grateful for the valuable experiences and opportunities I have had during my time here. I hope to remain connected in the future and wish the organization continued success in all its endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]