

Volunteer Resignation Acknowledgment

Date: [Insert Date]

[Volunteer Name]

[Volunteer Address]

[City, State, Zip Code]

Dear [Volunteer Name],

We are writing to acknowledge the receipt of your resignation from your volunteer position at [Organization Name], effective [Last Working Day]. While we are saddened to see you go, we want to express our heartfelt gratitude for the time, effort, and dedication you have put into our mission.

Your contributions have made a significant impact on our programs and the community we serve. We are grateful for your hard work and commitment, and you will be greatly missed by our team.

We wish you all the best in your future endeavors and hope you keep in touch. If there is anything we can do to assist you during your transition, please don't hesitate to reach out.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]