

Formal Acknowledgment of Resignation

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Volunteer's Name]

[Volunteer's Address]

[City, State, Zip Code]

Dear [Volunteer's Name],

We acknowledge receipt of your resignation dated [Date of Resignation]. We appreciate your support and the time you dedicated to [Organization's Name]. Your contributions have made a significant impact, and you will be missed.

Should you need anything from us in the future, please do not hesitate to reach out. We wish you all the best in your future endeavors.

Thank you once again for your dedication.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]