

Letter of Grateful Acknowledgment of Volunteer Resignation

Date: [Insert Date]

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Volunteer's Name],

We would like to take this opportunity to express our heartfelt gratitude for your invaluable contributions as a volunteer at [Organization Name]. Your dedication and commitment have made a profound impact on our community.

We acknowledge your decision to resign from your volunteer position, effective [Last Working Day]. While we are saddened to see you go, we fully support your decision and wish you all the best in your future endeavors.

Thank you once again for your hard work, enthusiasm, and the positive energy you brought to our team. You will always be a cherished member of the [Organization Name] family.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]