

# Receipt of Volunteer Resignation

**Date:** [Insert Date]

**To:** [Volunteer Name]

**From:** [Organization Name]

Dear [Volunteer Name],

This letter serves as a formal receipt of your resignation notification dated [Insert Resignation Date]. We appreciate your commitment and the invaluable contributions you made during your time with us.

Your last day of volunteering will be [Insert Last Day]. We will ensure that all necessary procedures are handled smoothly.

Thank you once again for your dedication and support. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]