

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my volunteer position at [Organization Name], effective [Last Working Day, e.g., two weeks from today].

It has been a wonderful experience volunteering with your team, and I am grateful for the opportunity to have contributed to [specific project or initiative]. I have learned a lot and made valuable connections during my time here.

Thank you for your support and guidance. I hope to stay in touch and wish [Organization Name] continued success in the future.

Sincerely,

[Your Name]