

Volunteer Exit Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Organization Name] Team,

I hope this message finds you well. I am writing to formally announce my decision to resign from my volunteer position at [Organization Name], effective [Last Day of Volunteering].

This decision was not easy for me, as my time with the organization has been incredibly rewarding. I have learned so much and have greatly valued the opportunity to work alongside such talented and passionate individuals. However, due to [brief reason for leaving, if comfortable sharing, e.g., personal commitments, changes in work schedule], I must step away at this time.

Thank you for the guidance and support you have provided during my time here. I hope to keep in touch, and I wish [Organization Name] continued success in all its future endeavors.

Warm regards,

[Your Name]