

Resignation Notification

Date: [Insert Date]

Dear [Coordinator's Name],

I hope this message finds you well. I am writing to formally notify you of my resignation from my volunteer position with [Organization's Name], effective [Last Working Day, e.g., two weeks from today].

This decision has not come lightly, as my time with [Organization's Name] has been incredibly rewarding. I am grateful for the opportunities to contribute and the experiences I've gained during my time here.

I will do my best to ensure a smooth transition and will be happy to assist in wrapping up any outstanding tasks before my departure.

Thank you for your understanding and support. I hope to stay connected in the future.

Sincerely,

[Your Name]

[Your Contact Information]