

# Volunteer Withdrawal Notification

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to withdraw from my volunteer position with [Organization Name], effective immediately.

This decision was not made lightly, and I truly appreciate the opportunities I have had to contribute to the organization and work alongside such dedicated individuals. Unfortunately, due to [brief reason if comfortable sharing, e.g., personal commitments, health issues], I am unable to continue fulfilling my duties.

Thank you for your understanding and support. I wish [Organization Name] continued success in all its future endeavors.

Sincerely,

[Your Name]

[Your Contact Information]