

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally resign from my volunteer position at [Organization/Group Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to serve alongside such dedicated individuals and contribute to [briefly mention the mission or activities of the organization]. Over the [duration of service], I have learned so much and have cherished every moment spent in service to our community.

While I am stepping down, I will always value the experiences and friendships I've gained during my time here. I am committed to ensuring a smooth transition and am happy to assist in any handover process or training needed for my successor.

Thank you for the support and opportunities throughout my time at [Organization/Group Name]. I look forward to staying in touch and wish the organization continued success in the future.

Warm regards,

[Your Name]