

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as a volunteer with [Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision comes as I am embarking on a new career path that requires my full attention and commitment. I am grateful for the experiences and opportunities I have received while volunteering at [Organization Name]. The skills I've gained and the relationships I've built have been invaluable.

Thank you for your understanding and support during this transition. I hope to stay connected, and I look forward to seeing the continued success of [Organization Name].

Sincerely,

[Your Name]