

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally resign from my volunteer position with [Organization's Name], effective immediately, due to health reasons that require my full attention.

This decision was not made lightly, as my time volunteering with [Organization's Name] has been incredibly rewarding. I am grateful for the opportunity to contribute to such a meaningful cause and to work alongside passionate individuals.

I wish the organization continued success and hope to remain connected as I focus on my health and recovery.

Thank you for your understanding.

Sincerely,

[Your Name]