

# Resignation Letter

Date: [Insert Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

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

Due to personal commitments, I find it necessary to step back from my role. This decision was not easy, as I have greatly enjoyed my time working with the team and contributing to our projects.

I am grateful for the opportunities I have had to grow and learn during my time here. I appreciate the support and encouragement I received from you and the entire team.

Thank you for understanding my situation. I hope to stay in touch and wish [Organization's Name] continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]