

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 volunteer position at [Organization Name], effective [Last Day of Service, typically two weeks from the date above]. Due to family responsibilities, I am no longer able to commit the time and energy necessary to fulfill my duties.

I want to extend my heartfelt thanks for the opportunity to serve alongside such dedicated individuals and for the rewarding experiences I have gained during my time here. I appreciate everything I have learned and the friendships I have built.

Thank you for your understanding. Please let me know if there is anything I can do to assist with the transition.

Sincerely,

[Your Name]