

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[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 Working Day]. After careful consideration, I have decided to focus on my educational goals, which require my full attention at this time.

Volunteering at [Organization Name] has been a fulfilling experience, and I am grateful for the opportunities I've had to contribute and learn. I appreciate the support and fellowship of the team and will cherish the memories I've made during my time here.

I hope to stay connected in the future and wish the organization continued success. Thank you for your understanding.

Sincerely,

[Your Name]