

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[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 [Last Working Day, typically two weeks from the date above].

This decision was not easy to make, as I have truly enjoyed my time working with the team and contributing to our mission. However, I believe it is important for my personal growth to explore new opportunities and experiences.

I am grateful for the support and guidance I have received during my time here, and I look forward to applying what I've learned in my future endeavors. Please let me know how I can assist during the transition period.

Thank you once again for the opportunity to be a part of [Organization's Name]. I wish you and the organization continued success.

Sincerely,

[Your Name]