

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my volunteer position at [Organization's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy, but I have decided to pursue new opportunities that will help me grow both personally and professionally.

I genuinely appreciate the experiences, knowledge, and connections I have gained during my time with [Organization's Name]. I am grateful for the support and camaraderie of the team, and I will always cherish the memories made here.

I am committed to ensuring a smooth transition during my remaining time. Please let me know how I can help in this process.

Thank you once again for the opportunity to be part of such a wonderful organization. I hope to stay in touch, and I wish [Organization's Name] continued success in the future.

Sincerely,

[Your Name]