

Resignation Letter

Your Name

Your Address

City, State, ZIP Code

Email Address

Phone Number

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, e.g., two weeks from today]. Due to personal circumstances, I will be relocating to [New City].

It has been a rewarding experience working with [Organization Name], and I am grateful for the opportunities I have had to contribute to our cause and to work alongside such a dedicated team.

Thank you for your understanding. I wish [Organization Name] continued success and hope to stay in touch.

Sincerely,

Your Name