

Resignation Letter

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 hope this message finds you well. I am writing to formally resign from my volunteer position at [Organization Name], effective [Last Working Day]. After much consideration, I have decided to take a break from my volunteer commitments for personal reasons.

It has been a pleasure to contribute to [Organization's mission or project] and work alongside such a dedicated team. I am grateful for the experiences and friendships I have gained during my time here.

Please let me know how I can assist in the transition process over the next few weeks. I hope to stay connected and possibly return in the future.

Thank you for your understanding.

Sincerely,

[Your Name]