

Resignation Letter

Date: [Insert Date]

To: [Animal Shelter Name]

Address: [Shelter Address]

Dear [Shelter Coordinator's Name],

I am writing to formally resign from my volunteer position at [Animal Shelter Name], effective [Last Working Day, e.g., two weeks from today].

It has been a rewarding experience to work with all the wonderful animals and the dedicated staff. I am grateful for the opportunity to contribute to the shelter and support the mission.

Thank you for your understanding. I hope to stay in touch and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Contact Information]