

Volunteer Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Coordinator's 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, e.g., two weeks from the date above]. This decision has not come easily, as my time with the organization has been both rewarding and fulfilling.

Over the past [duration of your volunteering], I have had the privilege of working alongside dedicated individuals who are passionate about [mention cause or mission]. I am grateful for the opportunities to learn, grow, and contribute to [specific projects or initiatives]. However, due to [reason for resignation, e.g., personal commitments, health issues, job obligations], I can no longer dedicate the time and effort needed to fulfill my role effectively.

I want to ensure a smooth transition and am more than willing to assist in training a replacement or finalizing my duties before my last day. Please let me know how I can help during this period.

Thank you once again for the incredible experiences and support during my time at [Organization Name]. I truly value the friendships I have made and the knowledge I have gained. I hope to stay in touch and look forward to seeing how the organization continues to thrive in the future.

Sincerely,

[Your Name]