

# Resignation from Volunteer Position

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 Date]. This was not an easy decision as I have truly enjoyed being part of the team and contributing to the mission of the organization.

However, due to [brief reason for resignation, e.g., personal commitments, change in circumstances], I am unable to continue my volunteer role. I appreciate the experiences and friendships I have gained during my time here.

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

Sincerely,

[Your Name]