

Volunteer Resignation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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].

This decision has not come easily, as I have greatly enjoyed my time volunteering with the organization and am proud of what we have accomplished together. However, due to [brief reason for resignation, if you wish to include it], I am unable to continue in my role.

I would like to express my sincere gratitude for the opportunities I have had during my time at [Organization Name]. I have learned so much and have met many wonderful people along the way.

I will do my best to ensure a smooth transition and will be happy to assist in training a replacement or completing outstanding tasks before my departure.

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

Sincerely,

[Your Name]