

Resignation Letter

Date: [Insert Date]

Dear [Name of Volunteer Coordinator/Organization],

I hope this message finds you well. It is with a heavy heart that I write to formally resign from my volunteer position at [Organization Name], effective [Last Working Day].

My time spent volunteering alongside such passionate individuals has been incredibly rewarding, and I have cherished every moment dedicated to our shared mission. I have grown personally and learned so much during my time here, and I will forever be grateful for the experiences we've shared.

Due to [personal reasons, job commitments, etc.], I find it necessary to step back and focus on other obligations. This decision was not made lightly, and I will miss the camaraderie and the impact we've made together.

Please let me know how I can assist during this transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the support, guidance, and friendship you have extended to me. I look forward to staying connected and perhaps collaborating again in the future.

Warm regards,

[Your Name]

[Your Contact Information]