

Volunteer Resignation Notice

Date: [Insert Date]

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].

This was not an easy decision, as I have greatly enjoyed my time volunteering and working alongside such a passionate team. However, due to [brief reason, if you wish to include], I feel that it is best for me to step back at this time.

I want to express my sincere gratitude for the opportunity to contribute to [Organization's Mission/Project]. It has been a rewarding experience that I will cherish.

Please let me know if there are any tasks I should complete before my departure. I hope to stay in touch and wish the best for the team moving forward.

Thank you once again!

Warm regards,

[Your Name]

[Your Contact Information]