

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/Manager's Name],

I hope this message finds you well. I am writing to formally resign from my volunteer position at [Organization Name], effective immediately.

This decision was not made lightly, but due to unforeseen circumstances, I am unable to continue my volunteer work at this time. I sincerely apologize for any inconvenience this may cause.

I have truly enjoyed my time volunteering and appreciate the opportunities I've had to contribute to the team. Thank you for your understanding.

Wishing you and the organization all the best for the future.

Sincerely,

[Your Name]