

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 Active Date]. I have greatly appreciated the opportunity to contribute to such a meaningful cause and work alongside an inspiring team.

Due to [reason for resignation, e.g., personal commitments, work obligations], I believe it is in the best interest of both the organization and myself to step down at this time. I hope to leave my responsibilities in good standing and will assist in the transition process to ensure a smooth handover of my duties.

Thank you for the invaluable experiences I have gained during my time here. I look forward to staying in touch and wish the organization continued success.

Sincerely,

[Your Name]