

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Volunteer's Coordinator's Name]

[Hospital Name]

[Hospital Address]

[City, State, Zip Code]

Dear [Volunteer's Coordinator's Name],

I am writing to formally resign from my volunteer position at [Hospital Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work alongside the dedicated staff and contribute to the well-being of patients. This experience has been incredibly rewarding, and I am thankful for the support and guidance I have received during my time here.

Please let me know how I can assist during the transition period. I hope to stay connected in the future.

Thank you again for this wonderful opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]