

# Letter of Ceasing Volunteer Work

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you that I will be ceasing my volunteer work with [Organization Name] effective [Last Working Day, e.g., two weeks from today].

It has been a wonderful experience to contribute to [mention specific programs or initiatives], and I deeply value the time I have spent with the team and the community we serve.

Due to [brief reason for leaving, if comfortable sharing, e.g., personal commitments, changes in schedule], I find it necessary to step back from my volunteering role.

Thank you for the support and the opportunities for growth during my time here. I look forward to staying in touch, and I wish the organization continued success in the future.

Warm regards,

[Your Name]

[Your Contact Information]