

Dear [Volunteer Coordinator's Name],

I hope this message finds you well. I am writing to formally announce my decision to close my involvement in the [Specific Volunteer Activity/Program Name] effective [Last Day of Involvement, e.g., October 31, 2023].

It has been a rewarding experience to contribute to the community and work alongside such dedicated individuals. I am grateful for the opportunity to have been a part of this initiative and to have learned [mention any skills or experiences].

Thank you for your understanding. I wish the team continued success and hope to stay connected in the future.

Best regards,

[Your Name]

[Your Contact Information]

[Date]