

# Departure Letter

Date: [Insert Date]

Dear [Supervisor's Name],

I am writing to formally announce my departure from my volunteer role at [Organization Name], effective [Last Working Day, e.g., two weeks from today].

This decision was not easy to make, as I have greatly enjoyed contributing to [mention specific aspects of your role or projects]. The experiences and relationships I have built during my time here have been invaluable.

I am committed to ensuring a smooth transition and would be happy to assist in training a replacement or wrapping up my current projects.

Thank you for the opportunity to be a part of such a wonderful organization. I look forward to staying in touch and wishing [Organization Name] continued success in the future.

Warm regards,

[Your Name]

[Your Contact Information]