

Resignation from Volunteer Team

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To [Team Leader's Name]

[Volunteer Team Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Team Leader's Name],

I am writing to formally notify you of my resignation from the [Volunteer Team Name], effective [Last Working Day, typically two weeks from the date above].

This decision has not come easily, as my time with the team has been incredibly rewarding. I have enjoyed working alongside other volunteers and contributing to [specific projects or tasks], but due to [brief reason for resignation, e.g., personal commitments, work obligations], I am unable to continue my service.

I am committed to ensuring a smooth transition and would be happy to assist in training a replacement or completing any outstanding tasks before my departure.

Thank you for the opportunity to be part of such a wonderful team. I hope to stay in touch and wish everyone continued success.

Sincerely,

[Your Name]