

# Letter of Stepping Down from Volunteer Commitments

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally announce my decision to step down from my volunteer commitments with [Organization's Name], effective [Last Day of Volunteer Service].

This was not an easy decision for me, as I have immensely enjoyed my time working with the team and contributing to [Organization's cause or mission]. However, due to [briefly explain reason, e.g., personal circumstances, work commitments], I believe it is best for me to step back at this time.

I am grateful for the experiences and friendships I have gained while volunteering, and I sincerely appreciate your support and understanding throughout my time here.

Please let me know how I can assist during the transition or help find someone to take over my responsibilities.

Thank you once again for the opportunity. I hope to stay in touch and wish the organization continued success in its endeavors.

Sincerely,

[Your Name]