

Withdrawal from Volunteer Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Volunteer Coordinator's Name],

I hope this message finds you well. I am writing to formally withdraw from my volunteer position at [Organization Name], effective [Last Working Day, e.g., two weeks from today's date].

This decision was not easy, as I have greatly enjoyed my time volunteering and have learned so much. However, due to [brief reason for withdrawal, e.g., personal obligations, work commitments], I am unable to continue my role.

I would like to express my heartfelt gratitude for the opportunity to contribute to [Organization Name] and for the support you and the team have provided me during my time here.

Thank you once again, and I hope to stay in touch in the future. Please let me know how I can assist during this transition.

Sincerely,

[Your Name]