

Volunteer Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Organization/Charity Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my resignation as a volunteer at [Organization/Charity Name]. It is with a mix of emotions that I have made this decision, as my time with the organization has been fulfilling and rewarding. However, due to personal commitments and changing circumstances in my life, I find it necessary to step down from my volunteer position.

I want to express my heartfelt gratitude for the opportunity to be part of such an impactful and inspiring team. The experiences and memories I have gained during my tenure have been invaluable and have contributed significantly to my personal growth and development.

I am truly appreciative of the support and camaraderie I received from both the staff and fellow volunteers. The dedication and passion demonstrated by everyone at [Organization/Charity Name] have motivated me to continue supporting the organization's mission, even from outside the volunteer role.

As I step down, I am committed to ensuring a smooth transition. I am willing to assist in training my successor or helping in any other way to facilitate the continuity of the organization's operations.

Please consider this letter as my two weeks' notice, and my last day of volunteering will be [Last

Day, typically two weeks from the date of the letter]. During this time, I will do my best to complete any pending tasks and ensure that my responsibilities are handed over appropriately.

Once again, I am grateful for the incredible experiences and memories I have gained as a volunteer at [Organization/Charity Name]. I will always cherish the relationships I formed during my time here.

Thank you for your understanding and support in this matter. I wish [Organization/Charity Name] continued success in its endeavors.

Sincerely,

[Your Name]