

Professional Volunteer Resignation Letter with Notice

Subject: Resignation Notice from Volunteer Service

Dear [Coordinator's Name],

Please accept this letter as formal notice of my resignation from my volunteer role at [Organization Name], effective [Last Day], providing [Notice Period, e.g., two weeks] notice as per protocol.

I have appreciated the opportunity to contribute to the organization and gain valuable experience. I will ensure a smooth handover of my responsibilities before my departure.

Sincerely,

[Your Name]

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