

Volunteer resignation letter template

Subject: [Your Name] Resignation

Dear [Employer/Coordinator X],

With great regret, I render my resignation from [volunteer position], effective from next month.

I just got admitted into the Massachusetts Institute of Technology. The attendant school schedule has been such that I cannot continue to manage my volunteering duties effectively for the organization's proper operation. I will be resigning altogether on [Specific Date].

Thank you for the experience and skills you imparted in me for over three years; I will always have the best wishes for the organization and its management and staff.

Sincerely yours,