Volunteer Resignation Letter Sample

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I have thoroughly enjoyed volunteering for Sacred Heart Hospital, but I wanted to let you know that I do not plan on continuing to volunteer during the summer.

Due to my acceptance into a local track and field summer program, I won't be able to commit to the necessary hours that are needed to volunteer. However, if there is any opportunity to return to my position in the fall, I would like to volunteer again.

I am sorry if this causes any inconvenience. However, please let me know if I can volunteer again during the school year.

Again, I appreciate the opportunity you have provided me. I learned a lot, and thoroughly enjoyed the experience.

Sincerely,

Your Signature (For a printed letter)

Your Typed Name