**Volunteer Email Resignation Example**

Depending on the circumstances, you may need to email your resignation notice. Here is a simple email resignation for a volunteer position:

Subject: Trevor Smith—Resignation Effective September 12

Dear Luca,

I am writing to let you know that I will be resigning from my volunteering position as docent, effective September 12, 2019. I have enjoyed my time at the Hamilton Center of Performing Arts, and I am grateful for all the opportunities for fine entertainment that I experienced. However, I have accepted my first full-time opportunity as a travel coordinator and cannot continue to meet my volunteer commitments.

You helped me develop my time-management skills, which will help me greatly in my new role. Thank you so much for your guidance during my time at Hamilton Center.

I would be happy to help during special events and occasional weekends. If you need an additional volunteer during those times, please call me at 231-083-2675. Thank you for two wonderful years, and I look forward to staying in touch.

Sincerely,  
Trevor Smith