**Email Resignation from a Volunteer Position Sample**

**Subject:**Your Name - Resignation

Dear Firstname,

It is with great regret that I need to inform you of my resignation from the Board of Trustees.

My work schedule and family commitments have become such that I cannot continue to volunteer the time necessary to do my job on the board with the thoroughness I would like. I will be resigning effective June 1, 20XX.

Thank you for the opportunity, and best wishes to you and the other members going forward.

Sincerely yours,

Firstname Lastname