**Volunteer Resignation Letter**

09/01/14

100 Broadway Lane, New Parkland, CA, 91010

Gertrude Pabst
Administrator, For The Children
100 Broadway Lane
New Parkland, CA, 91010

Dear Mrs. Pabst,

Please accept this letter as my official resignation from my position as volunteer and part of the For The Children team. With my family’s recent financial crisis, I have been forced to take a full-time job, which effectively removes any free time that I had for the cause.

I want to take this time to thank you for all of your support for giving me the opportunity to help others. I would encourage you to call me if you need help during a holiday or weekend event as I may be able to make time to help you out. But I will no longer be able to give 20 to 25 hours per week to the organization, as I have been doing for the past several years.

I enjoyed my time with For The Children and will cherish the friends I have made and the memories I have acquired. If you do need to contact me for any reason, please feel free to call me at 555-321-4322 or email me at floop@email.com. I will always be available to For The Children whenever I have time.

Sincerely Yours,

Francine T. Loop