**Volunteer Resignation Letter**

Dear Ms. Olson,

I wanted to personally inform you that I will be resigning from my volunteer position at ABC Community Services. I have recently been presented with a job offer that will help me reach my career goals and I have decided to accept it. The hours of the job would conflict with my volunteering at ABC Community Services, necessitating my resignation. My last day at ABC Community Services will be July 15, 2014, so this letter must serve as my two weeks’ notice.

I may be available on some evenings and weekends throughout the rest of the year and would be delighted to continue volunteering occasionally if I can be notified a few days in advance. My telephone number is (555)-555-5555 and my email address is [email] I hope I can look forward to hearing from you and getting a few hours in occasionally.

I apologize for any inconvenience my resignation may cause to you or ABC Community Services and hope that in my last two weeks I can do whatever is needed to make the transition a smooth one. I am grateful for the wonderful experience I have had volunteering at ABC Community Services and appreciate everything I have learned. Thank you for your understanding.

Yours sincerely,

Bethany Porter

Bethany M. Porter

ABC Community Services Volunteer