**Volunteer Resignation Letter Sample**

Below is a sample letter of resignation, resigning from a volunteer position.

John Smith
abc@xyz.com
888-888-8888
123 Road, St., New York NY 11121

June 1st, 2019

Company Inc.
Sarah Doe
sarah@company.com
Senior Management
123 Business Road, New York NY 11121

Dear John —

I’m writing this letter as my formal letter of resignation. I want to thank you for this opportunity and the opportunity to be able to work with these underprivileged children. This has been able to advance my career and personal growth on so many levels. I’m very fortunate to have had the opportunity to work with you. And this volunteer work will serve me well in my future, as something I can point to as part of my resume.

I’m resigning for personal reasons and to better pursue my career.

We have decided on the effective date of resignation being two weeks from day.

Sincerely,

Sarah