**Volunteer Resignation Letter Sample**

Your Name
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State Zip Code

Dear Mr./Ms. Lastname:

I have thoroughly enjoyed volunteering at ZBD Community Hospital, but I wanted to let you know that I do not plan on continuing to volunteer during the summer.

Due to my acceptance into a local track and field summer program, I won't be able to commit to the necessary hours that are needed at the hospital. However, I would appreciate the opportunity to return to my position in the fall if possible. I am sorry if this causes any inconvenience.

Please let me know if I can return to volunteering during the school year.

Again, I appreciate the opportunity you have provided me. I learned a lot, and thoroughly enjoyed the experience as well.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name