

Subject: Resignation from Volunteer Committee

Dear [Committee Chair's Name],

I hope this message finds you well. I am writing to inform you of my decision to resign from the [Name of Committee], effective [last working day, e.g. two weeks from today's date].

This decision was not made lightly, as my time with the committee has been incredibly rewarding and inspiring. I am deeply grateful for the opportunity to work alongside such dedicated individuals and contribute to our community's efforts.

I have valued every moment spent with this group, and I am thankful for the support, learning experiences, and friendships formed during my tenure. I am proud of what we have accomplished together and have no doubt that the committee will continue to achieve great things.

Please let me know how I can assist in ensuring a smooth transition. I am committed to finishing any outstanding tasks and providing support as needed.

Thank you once again for the opportunity to serve on this committee. I hope to stay in touch and wish everyone the best in their continued endeavors.

Warm regards,

[Your Full Name]

[Your Contact Information]