

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Charity Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] with [Charity Organization's Name], effective [Last Working Day]. This decision has not come easily, but after careful consideration, I believe it is the best choice for my personal and professional growth.

I am grateful for the opportunities I have had to contribute to our mission and work alongside such dedicated individuals. It has been a truly enriching experience that I will cherish.

Please let me know how I can assist during the transition process. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the support and encouragement you have provided during my time here.

Sincerely,

[Your Name]