

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Charity Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Charity Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and required a lot of consideration. I am grateful for the opportunities I have had during my time at the organization, particularly [mention any specific experiences or projects].

I hope to ensure a smooth transition and will do everything I can to hand over my responsibilities effectively.

Thank you for the support, guidance, and friendships I have developed during my time here. I wish [Charity Organization Name] continued success in its valuable mission.

Sincerely,

[Your Name]