

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Charity Organization's Name]

[Charity Organization's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally announce my resignation from my role at [Charity Organization's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, as I have greatly enjoyed working with such a dedicated team and supporting [specific projects or initiatives]. However, I have accepted a position that will allow me to advance my career and further develop my skills in [specific field or industry].

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for the opportunities for personal and professional development that you have provided me during my time at [Charity Organization's Name]. I am grateful for the experiences and relationships I have gained here and look forward to staying in touch.

Sincerely,

[Your Name]