

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision comes after careful consideration of my current health issues that make it challenging for me to effectively fulfill my responsibilities. It has been a privilege to contribute to the incredible work that [Charity Name] does, and I am grateful for the opportunities I have had during my time here.

I wish the organization continued success and hope to stay connected in the future.

Thank you for your understanding.

Sincerely,

[Your Name]