

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Charity Organization's Name

Organization's Address

City, State, Zip Code

Subject: Resignation from Charity Role

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Charity Organization's Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not been easy to make, but due to personal commitments, I find it necessary to step down from my role.

I want to express my heartfelt gratitude for the opportunities I have had to contribute to our cause and work alongside such passionate individuals. I have learned so much and will always cherish my time with the organization.

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

Thank you once again for everything. I hope to remain in touch and wish the organization continued success in the future.

Sincerely,

[Your Name]