

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Charity Name]

[Charity Address]

[City, State, Zip Code]

Dear [Charity Manager's 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 as a result of my upcoming relocation, which makes it necessary for me to step down from my role. I have truly appreciated the opportunity to work with such a dedicated team and contribute to the wonderful mission of [Charity Name].

Thank you for the support and experiences I have gained during my time here. I hope to stay in touch, and I wish the organization continued success in all its endeavors.

Sincerely,

[Your Name]