

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Charity Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

This decision was not made lightly, but due to unforeseen family obligations, I find it necessary to step down from my role. I am grateful for the opportunities I have had to contribute to our mission and work alongside such dedicated individuals.

I hope to maintain my connection with [Charity Organization Name] and wish the organization continued success in its endeavors. Thank you for your understanding.

Sincerely,

[Your Name]