

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Charity Organization Name]

[Organization Address]

[City, State, Zip Code]

## **Subject: Resignation from [Position Title]**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally resign from my position as [Position Title] at [Charity Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision has been difficult for me, but I believe it is necessary for my mental well-being. I have cherished my time working with you and the team, and I am incredibly proud of what we have accomplished together in support of [Charity's Cause].

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities adequately before my departure.

Thank you for the opportunities and support during my time at [Charity Organization Name]. I look forward to staying in touch, and I wish you and the organization all the best in the future.

Sincerely,

[Your Name]