

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Charity Organization Name]

[Charity Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Charity Organization Name], effective [Last Working Day, typically two weeks from the date above]. This decision has not come easily, but I have decided to pursue further education that will require my full attention.

Serving at [Charity Organization Name] has been an incredibly rewarding experience, and I am grateful for the opportunities I have had to contribute to our mission and work alongside such dedicated individuals.

Thank you for your support and understanding. I hope to stay in touch and perhaps return in the future once I have completed my studies.

Sincerely,

[Your Name]