

Resignation Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Charity Organization Name]
[Charity Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

This decision was not an easy one, as my time with [Charity Organization Name] has been incredibly fulfilling and meaningful. However, I have decided to dedicate my efforts to another cause that aligns closely with my personal values and aspirations.

I am grateful for the opportunity to work alongside such passionate individuals and to contribute to the important work that [Charity Organization Name] does. I have learned and grown so much during my time here, and I will always cherish the experiences and connections I have made.

Please let me know how I can assist with the transition and ensure a smooth handover of my responsibilities. I hope to stay in touch and wish [Charity Organization Name] continued success in all its endeavors.

Thank you once again for the opportunity.

Sincerely,
[Your Name]