

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [Organization's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not easy, but after careful consideration, I have decided to pursue an opportunity that will allow me to advance my career.

I am incredibly grateful for the experiences and opportunities I have had while working with such a dedicated team. I have learned a great deal and will always cherish the work we have accomplished together for [Organization's Cause].

During my remaining time, I am committed to ensuring a smooth transition and will gladly assist in the handover of my responsibilities.

Thank you once again for the support and guidance throughout my tenure. I hope to stay in touch, and I look forward to seeing how [Organization's Name] continues to grow and thrive.

Sincerely,

[Your Name]