

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Nonprofit Organization Name], effective [Last Working Day, typically two weeks from the date above], due to health concerns that require my immediate attention.

This decision was not made lightly, and I am thankful for the opportunities I have had during my time with the organization. I have enjoyed working alongside passionate individuals committed to making a difference in the community.

I hope to stay connected in the future and wish everyone at [Nonprofit Organization Name] continued success in all endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]