

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

[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].

This decision was not easy and comes after careful consideration of my current personal circumstances. Unfortunately, I must prioritize my personal well-being at this time.

I am incredibly grateful for the opportunities I have had to work with such a dedicated team and to support the important mission of [Nonprofit Organization]. I will cherish the experiences and relationships I have built during my time here.

During the transition period, I am committed to ensuring a smooth handover of my responsibilities. Please let me know how I can assist during this time.

Thank you for your understanding. I hope to stay in touch, and I wish [Nonprofit Organization Name] all the best in the future.

Sincerely,
[Your Name]