

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Nonprofit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Nonprofit Organization's Name], effective [Last Working Day, typically two weeks from date above]. This decision was not easy and took a lot of consideration.

I want to express my heartfelt gratitude for the opportunities I've had while working with such a dedicated team. I am especially grateful for [specific experiences or opportunities], which have greatly enriched my professional and personal growth.

During my time here, I have learned so much from everyone and I appreciate the support and guidance you provided me. The mission of [Nonprofit Organization's Name] is something I truly believe in, and it has been an honor to contribute to our shared goals.

I am committed to ensuring a smooth transition and I am more than willing to assist in the training of my replacement or completing any outstanding projects. Please let me know how I can help during this time.

Thank you once again for the opportunity to be a part of [Nonprofit Organization's Name]. I hope to stay in touch, and I look forward to seeing the continued impact that the organization will make in the community.

Sincerely,

[Your Name]