

Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Nonprofit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Nonprofit Organization's Name], effective [Last Working Day, typically two weeks from the date above]. Due to increasing family commitments, I find it necessary to step back from my role and focus on my family at this time.

I am truly grateful for the opportunities I have had while working with the team and the mission of the organization. I have enjoyed my time here and will cherish the experiences and relationships I have built.

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

Thank you once again for your understanding and support. I wish [Nonprofit Organization's Name] continued success in all its endeavors.

Sincerely,

[Your Name]