

[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 the date above]. This decision comes after careful consideration, as I have accepted another job offer that aligns with my career goals.

I want to express my sincere gratitude for the opportunities for professional and personal development that you have provided me during my time at [Nonprofit Organization's Name]. It has been a pleasure to work alongside a dedicated team committed to making a difference.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for your guidance and support. I hope to stay in touch and wish [Nonprofit Organization's Name] continued success in the future.

Sincerely,

[Your Name]