

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 the date above].

This decision was not easy, as I have greatly valued my time at [Nonprofit Organization's Name] and the relationships I have built here. However, I have decided to pursue a new opportunity that aligns with my personal and professional goals.

I am grateful for the experiences I have gained and the support I have received from you and my colleagues during my time here. I hope to maintain these connections in the future.

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

Thank you once again for the chance to be a part of [Nonprofit Organization's Name]. I wish you and the organization continued success.

Sincerely,

[Your Name]