

[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 has not come easily, but after careful consideration, I have decided to pursue further education to advance my career and deepen my knowledge in [specific area of study]. I am excited about this new opportunity, but I will truly miss my time working with this incredible team and contributing to our mission.

I want to express my gratitude for the support and guidance I have received during my time here. I have learned so much and have been inspired by the work that we do for our community. I hope to stay connected in the future and possibly collaborate again.

Thank you once again for the opportunity to be part of [Nonprofit Organization's Name]. I am committed to making my transition as seamless as possible and will do my best to finish my current projects and assist in the handover process.

Sincerely,

[Your Name]