

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Nonprofit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient'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 as a result of my relocation to [New Location].

It has been a privilege to work alongside such dedicated individuals and serve our community through [specific programs or initiatives]. I am grateful for the experiences and opportunities I have had during my time here.

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 for your understanding and support. I look forward to staying in touch.

Sincerely,

[Your Name]