

Resignation Letter

Date: [Insert Date]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This has not been an easy decision for me, as I have greatly valued my time at [Company Name] and the experiences I have gained.

After much consideration, I have decided to dedicate my efforts toward launching a non-profit initiative that aims to [briefly describe the mission of your initiative]. This endeavor is something I am passionate about and believe will contribute positively to our community.

I want to express my gratitude for the support and opportunities I've received during my tenure at [Company Name]. I am committed to ensuring a smooth transition and will do everything I can to wrap up my duties and assist in handing over my responsibilities.

Thank you once again for your understanding. I hope to keep in touch, and I look forward to sharing updates about my new journey.

Sincerely,

[Your Name]

[Your Contact Information]