

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Title]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Non-Profit Organization Name], effective [Last Working Day, typically two weeks from the date above]. After [number] years of dedicated service, this decision was not made lightly. My time at [Organization Name] has been incredibly fulfilling, and I have cherished the opportunity to contribute to our mission.

I am grateful for the experiences I have gained and the relationships I have built with my colleagues, stakeholders, and the community we serve. I am proud of what we have accomplished together and will always hold these memories dear.

During the transition period, I am more than willing to assist in training my replacement and ensuring a smooth handover of my responsibilities. Please let me know how I can help during this time.

Thank you once again for the support, encouragement, and opportunities for personal and professional growth that you and the organization have provided me over the years. I look forward to following the continued success of [Non-Profit Organization Name] and remain committed to its mission.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]