

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Non-Profit Organization's Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy and took a lot of consideration. However, I have decided to pursue an opportunity that will further my career and personal development. I am grateful for the time I have spent at [Organization's Name] and for the support I've received during my tenure here.

Thank you for the incredible experiences and development I have gained while working alongside such dedicated team members. I hope to stay in touch, and I look forward to seeing the organization continue to thrive.

Best wishes,

[Your Name]