

# Resignation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[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]. This decision was not easy and took a lot of consideration, but I have decided to pursue a new career opportunity that aligns more closely with my long-term goals.

I am incredibly grateful for the opportunities I've had during my time here, particularly working alongside such a dedicated team and making a meaningful impact in our community. I cherish the experiences I have gained and the relationships I have built.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities properly over the next few weeks. Please let me know how I can help during this transition.

Thank you once again for the support and guidance during my time at [Non-Profit Organization Name]. I hope to keep in touch in the future.

Sincerely,

[Your Name]