

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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].

After much consideration, I have decided to pursue further education to enhance my skills and knowledge in [specific field or area of study]. This decision was not easy, as I have greatly enjoyed my time working with the team and contributing to our mission.

I am grateful for the support, guidance, and opportunities provided to me during my time at [Non-Profit Organization Name]. I have learned so much and will carry these experiences with me as I move forward.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to assist in transferring my responsibilities.

Thank you once again for the incredible experience. I hope to stay in touch and wish [Non-Profit Organization Name] continued success.

Sincerely,

[Your Name]