

# Resignation Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Nonprofit Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

**Dear [Manager's Name],**

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

This decision was not an easy one and took a lot of consideration. I have enjoyed working at [Organization's Name] and am grateful for the opportunities I have had to contribute to our mission and work alongside such dedicated colleagues.

Thank you for your understanding. I hope to stay in touch, and I wish [Nonprofit Organization's Name] continued success.

Sincerely,

[Your Name]