

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[NGO Name]  
[NGO Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as [Your Position] at [NGO Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not an easy one, but I believe it is the best step for my personal and professional growth. I am grateful for the opportunities I have had to work with such a dedicated and passionate team.

I will do my best to ensure a smooth transition during my remaining time and will assist in handing over my responsibilities.

Thank you for the support and guidance during my tenure at [NGO Name]. I look forward to staying in touch and wish the organization continued success.

Sincerely,  
[Your Name]