

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[NGO's Name]
[NGO's Address]
[City, State, Zip Code]

Dear [Manager's Name],

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

I am grateful for the opportunity to work with such a dedicated team and
support the mission of [NGO's Purpose]. My experience here has been both
fulfilling and enriching.

I will ensure a smooth transition by completing my current
responsibilities and assisting with the handover of my duties.

Thank you for your understanding. I hope to stay in touch and wish [NGO's
Name] continued success in the future.

Sincerely,
[Your Name]