

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

Dear [Supervisor'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]. This decision was not an easy one, but after careful consideration, I believe it is the right step for my personal and professional growth. I am grateful for the opportunities I have had to work alongside such dedicated individuals and contribute to [specific projects or initiatives].

I am committed to ensuring a smooth transition and will do everything possible to wrap up my duties and assist in the handover process.

Thank you for the support and guidance during my time at [NGO's Name]. I hope to stay in touch and wish the organization continued success in its mission.

Sincerely,  
[Your Name]