

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

[Recipient's Name]
[NGO Name]
[NGO Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position at [NGO Name], effective [last working day, typically two weeks from the date above].

I am grateful for the opportunities I have had during my time at [NGO Name] and appreciate the support and encouragement from the organization. Please let me know how I can assist during the transition period.

Thank you once again for the valuable experiences.

Sincerely,

[Your Name]
[Your Job Title]