

[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 hope this message finds you well.

I am writing to formally resign from my position at [NGO Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not an easy one, but after careful consideration, I have decided to pursue a new opportunity that aligns with my personal and professional goals.

I am incredibly grateful for the experiences I have gained during my time at [NGO Name]. Working alongside such dedicated and passionate individuals has been truly inspiring, and I am proud to have contributed to our shared mission.

I assure you that I will do my best to ensure a smooth transition and complete all outstanding responsibilities before my departure. Please let me know how I can assist during this time.

Thank you once again for the opportunity to be a part of [NGO Name]. I look forward to staying in touch and wish the organization continued success in the future.

Warm regards,

[Your Name]