

[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 Job Title] 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], including [briefly mention any specific experiences, projects, or skills gained]. It has been a pleasure working with a dedicated team focused on [mission or goal of the NGO].

I will ensure a smooth transition by [mention any plans to hand over responsibilities or projects]. Please let me know how I can assist during this period.

Thank you once again for the support and experiences I have received during my tenure with [NGO Name]. I hope to stay in touch and wish the organization continued success.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]