

[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 at [NGO Name], effective [Last Working Day, typically two weeks from the date above].

I am grateful for the opportunities I have experienced during my time here and for the support from my colleagues and management. Working at [NGO Name] has been a fulfilling experience, allowing me to contribute to our meaningful mission.

Please let me know how I can assist during the transition.

Thank you once again for everything.

Sincerely,
[Your Name]