

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Organization's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with [Organization's Name] and contribute to our mission of [briefly state the mission or cause]. It has been a rewarding experience to collaborate with such dedicated colleagues and to cultivate relationships within the community. Please let me know how I can assist during the transition period. I wish [Organization's Name] continued success in all its future endeavors. Thank you once again for the support and opportunities you have provided me.

Sincerely,
[Your Name]
[Your Position]