

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[NGO Name]
[NGO Address]
[City, State, Zip Code]

Dear [Manager'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 have greatly appreciated the opportunity to work with [NGO Name] and contribute to [specific projects or causes]. My experiences here have been invaluable, and I am grateful for the support and mentorship I have received during my time.

I am committed to ensuring a smooth transition and will do everything I can in my remaining time to wrap up my duties and assist in transferring my responsibilities.

Thank you once again for the opportunity to be a part of [NGO Name]. I look forward to staying in touch, and I hope our paths will cross again in the future.

Sincerely,
[Your Name]