

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

[Recipient's Name]
[NGO Name]
[NGO Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally resign from my position as a volunteer at [NGO Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to work with such a dedicated team and contribute to [mention specific projects or initiatives]. This experience has been invaluable, and I am proud of what we have accomplished together.

Thank you for your support and guidance during my time here. I wish [NGO Name] continued success and hope to stay in touch.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]