

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

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

Dear [Recipient's Name],

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

I have greatly valued my time at [NGO's Name] and am grateful for the opportunities I have had to contribute to [specific projects or initiatives]. My experiences here have enriched my professional and personal growth, and I appreciate the support from my colleagues and the organization.

I will do everything possible to ensure a smooth transition during my final days in the role, including [mention any handover plans or training of a successor if applicable].

Thank you for the opportunity to be a part of [NGO's Name]. I hope to stay in touch and wish the organization continued success.

Sincerely,
[Your Name]