

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

I have greatly appreciated the opportunity to be a part of such an inspiring organization that aligns with my values and passions. Working with the team and contributing to [specific project or mission-related task] has been immensely fulfilling, and I have learned so much during my time here.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you for the support and guidance you have provided throughout my tenure at [NGO's Name]. I look forward to staying in touch and wish you and the organization continued success.

Sincerely,
[Your Name]