

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

Dear [Manager'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 appreciated the opportunity to work with such a dedicated team and support our mission of [briefly mention the mission or project]. The experiences and skills I have gained during my time here will certainly benefit me in my future endeavors.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively. I hope to keep in touch and look forward to hearing about the continued success of [NGO's Name]. Thank you once again for the support and guidance during my time at [NGO's Name].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]