

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

Dear [Recipient Name],

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

I have appreciated the opportunity to work with the team and contribute to [mention specific project or initiative if desired].

Thank you for the support and guidance during my time here. I wish the organization continued success in the future.

Sincerely,
[Your Name]