

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

Dear [Manager's Name],

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

I have appreciated the opportunity to work with such a dedicated team and to contribute to the important work we do in the community. I am grateful for the support and guidance I have received during my time here.

Please let me know how I can assist during the transition period. I hope to maintain a positive relationship in the future.

Thank you once again for the opportunity.

Sincerely,  
[Your Name]