

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Nonprofit Organization's Name]
[Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally announce my resignation from my position as Secretary of [Nonprofit Organization's Name], effective [Last Working Day, typically two weeks from the date above].

I have greatly appreciated the opportunity to serve alongside such dedicated individuals and to contribute to the mission of [Nonprofit Organization's Name]. This decision was not easy, but after careful consideration, I believe it is time for me to pursue other opportunities. I am committed to ensuring a smooth transition and will do everything I can to assist in handing over my responsibilities. Thank you for the support and encouragement I've received during my time here.

Sincerely,

[Your Name]
[Your Position]