

Good [morning/afternoon],

I hope this message finds you all well. I am writing today with mixed emotions to share my decision to step down from my position at [Nonprofit Organization] effective [last working day, e.g., two weeks from now].

It has been an incredible journey working alongside each of you, united by a common mission to [briefly state the nonprofit's mission, e.g., improve literacy rates, protect the environment, etc.]. Together, we have navigated challenges and celebrated successes, always with the unwavering focus on making a positive impact.

During my time here, I have been deeply inspired by the dedication and passion of our team and volunteers. Seeing firsthand the difference we have made in the lives of [describe beneficiaries, e.g., countless students, underserved communities, etc.] humbles me and reinforces the importance of our work.

As I transition out, I remain committed to this mission and will always be an advocate for the cause we champion. I am confident that with the strategic direction and innovative spirit that defines us, [Nonprofit Organization] will continue to flourish and drive meaningful change.

Though I am departing from my role, my support for this organization and its mission will remain steadfast. Thank you for your leadership, camaraderie, and shared commitment to a brighter future. It has truly been my honor to work with such an incredible group of people.

Wishing you all continued success,

[Your Name]