

Good afternoon, everyone.

I want to take a moment to announce that I will be stepping down from my position at [Nonprofit Organization] in [specific time, e.g., two weeks]. This decision was not easy and came after much consideration of my personal and professional goals.

Working here has been an incredible journey. I've had the privilege of collaborating with some of the most dedicated and passionate individuals committed to making a difference. Our collective efforts have brought meaningful changes to the community we serve, and I am proud of what we have achieved together.

I am committed to ensuring a smooth transition and will do everything I can to support the team during this time. Please feel free to reach out if there is anything specific I can do to assist.

I am looking forward to seeing the continued success of [Nonprofit Organization] and am confident you will achieve even greater things in the future. Thank you all for your support, kindness, and the shared vision that makes our work so impactful.

With warm appreciation and best wishes,
[Your Name]