

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[School/Institution Name]
[School Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally resign from my position as [Your Position/Title, e.g., a student representative, club member] at [School/Institution Name], effective [Last Day of Involvement, e.g., the end of the semester].

This decision has not been easy, but after careful consideration, I believe it is in my best interest to focus on [briefly state reason, e.g., my studies, personal matters, etc.].

I am grateful for the opportunities I have had during my time here and for the support and encouragement from you and my peers. I hope to stay in touch and wish the best for the [specific group, club, or team] moving forward.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]