

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Society Name]
[Society Address]
[City, State, Zip Code]

Dear [Society Chair/President's Name],

I am writing to formally resign from my position as [Your Position] of [Society Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had during my time with the society. I appreciate the support, experiences, and friendships I have gained throughout this journey.

Please let me know how I can assist during the transition period. I wish the society continued success in the future.

Thank you for your understanding.

Sincerely,
[Your Name]