

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

[Recipient's Name]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

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

I have enjoyed my time in this role and am grateful for the opportunities
to contribute to the organization. I appreciate the support and
collaboration from the team during my tenure.

I will ensure a smooth transition of my responsibilities and am happy to
assist in finding and training a successor if needed.

Thank you again for the opportunity to be a part of [Organization's
Name].

Sincerely,
[Your Name]