

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

[Principal's Name]
[School Name]
[School Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally resign from my position as Treasurer at [School Name], effective [Last Working Day, e.g., two weeks from today's date]. I appreciate the opportunity to serve the school community and wish the team continued success.

Thank you for your understanding.

Sincerely,

[Your Name]