

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

Dear [Recipient Name],

I am writing to formally resign from my position as School Treasurer, effective [Last Working Day, e.g., two weeks from today].

I appreciate the opportunity to serve in this role and have enjoyed my time working with the team. I wish the school continued success in the future.

Thank you for your understanding.

Sincerely,  
[Your Name]