

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as Editorial Treasurer at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not easy, and I have greatly enjoyed my time working with the team and contributing to our projects. I appreciate the opportunities for personal and professional growth that I have received during my tenure.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist in this process.

Thank you for your understanding. I look forward to staying in touch and hope to connect in the future.

Sincerely,
[Your Name]