

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as Treasurer at [School's 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 to serve the school community and work alongside dedicated colleagues.

I appreciate the trust and support given to me during my time in this role. I am committed to ensuring a smooth transition and will gladly assist in the handover of my responsibilities.

Thank you for the support and understanding. I wish [School's Name] continued success in the future.

Sincerely,

[Your Name]
[Treasurer, School's Name]