

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Council/Organization Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient Name/Student Council],

I hope this message finds you well. I am writing to formally resign from my position as Treasurer of the Student Council effective [last working day, if applicable].

It has been an incredible journey serving alongside such dedicated individuals, and I am grateful for the opportunities to contribute to our school community. I appreciate the support and friendships I have developed during my time in this role.

I assure you that I will assist in the transition process to ensure a smooth handover of responsibilities. Thank you for your understanding, and I look forward to seeing all the great things the Student Council will accomplish in the future.

Warm regards,

[Your Name]
[Treasurer, Student Council]