

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

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

Dear [Principal's Name],

I am writing to formally resign from my position as School Treasurer, effective [last working day, e.g., two weeks from today, specify date]. This decision was not easy and took a lot of consideration. However, due to [brief reason such as personal commitments, academic pressures, etc.], I believe it is in the best interest of both myself and the school to step down.

I want to express my gratitude for the opportunity to serve as Treasurer and for the support I received from you, the faculty, and the student body. I have enjoyed my time in this role and look forward to seeing the future successes of the school.

I am committed to ensuring a smooth transition and will do everything possible to assist in the handover of my responsibilities.

Thank you once again for the opportunity to serve.

Sincerely,

[Your Name]
[Your Position, e.g., School Treasurer]