

[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 Treasurer of the Student Council, effective [last working day, e.g., two weeks from the date above].

This decision was not made lightly, but due to [brief reason for resignation, e.g., academic commitments, personal reasons], I believe it is the best course of action. I have greatly enjoyed serving in this role and working with my fellow council members to enhance our school community.

I will ensure a smooth transition by [mention any specific steps you will take, such as transferring records or helping to find a replacement].

Thank you for the opportunity to serve as Treasurer. I look forward to supporting the council in other ways moving forward.

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]