

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

Dear [Recipient Name],

I am writing to formally resign from my position as Student Treasurer effective [Last Working Day, e.g., two weeks from the date above].

This decision was not easy, but due to [brief reason for resignation, e.g., academic commitments, personal reasons], I believe it is in the best interest of both myself and the organization. It has been a privilege to serve in this role and to work with such a dedicated team.

I am committed to ensuring a smooth transition and will do my best to wrap up any pending tasks and assist in finding a replacement. Please let me know how I can support this process.

Thank you for the opportunity to contribute to [Organization/School Name]. I have learned a great deal and will cherish the experiences I've had here.

Sincerely,

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