

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Club President's Name]  
[Club Name]  
[Club Address]  
[City, State, Zip Code]

Dear [Club President's Name],

I am writing to formally resign from my position as Treasurer of [Club Name], effective [Last Working Day, typically two weeks from the date above].

I have thoroughly enjoyed my time serving in this role, and I am proud of the work we have accomplished together. However, due to [brief explanation of reason for resignation, e.g., personal reasons, increased workload, etc.], I have decided that it is in my best interest to step down.

I will ensure a smooth transition by completing all outstanding responsibilities and am happy to assist in training my successor.

Thank you for the opportunity to serve as Treasurer of [Club Name]. I look forward to seeing how the club continues to grow and succeed in the future.

Sincerely,

[Your Name]

[Treasurer, Club Name]