

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

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

Dear [Principal's Name],

I am writing to formally resign from my position as the school treasurer, effective [Last Working Day, e.g., two weeks from today].

I have greatly appreciated the opportunity to serve in this role and to contribute to our school's financial management and growth. It has been a rewarding experience, and I am grateful for the support from my fellow staff and students.

Please let me know how I can assist during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunity to serve.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]