

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally resign from my position as Treasurer of [Organization Name], effective [last working day, typically two weeks from the date above].

This decision was not an easy one, and it comes after careful consideration of my current commitments and responsibilities. I am grateful for the opportunity to serve in this capacity and for the trust placed in me by the organization and its members.

I am committed to ensuring a smooth transition and will do everything I can to assist in this process over the next few weeks.

Thank you for the wonderful experience and support during my tenure. I look forward to seeing the continued success of [Organization Name].

Sincerely,

[Your Name]