

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

Dear [Recipient Name],

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 has not come easily, as I have greatly valued my time with [Organization Name]. However, due to [brief explanation of reason, if comfortable sharing], I feel it is necessary for me to step down from my role.

I am committed to ensuring a smooth transition and will do everything I can to assist in the handover of responsibilities. Please let me know how I can help during this period.

Thank you for the opportunity to serve as Treasurer. I have learned a lot and appreciate the support and collaboration of the entire team.

Sincerely,

[Your Name]

[Treasurer, Organization Name]