

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally resign from my position as Student Treasurer for [Organization/School Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, as serving in this role has been a rewarding experience. I have greatly enjoyed working with my fellow students and faculty, and I am proud of what we have accomplished together. However, due to [brief reason for resignation - e.g., increased academic commitments, personal reasons], I believe this is the best course of action at this time.

I am committed to ensuring a smooth transition and am more than willing to assist in transferring my responsibilities to whomever will take over the position. Please let me know how I can help during this period. Thank you for the opportunity to serve as Student Treasurer. I look forward to continuing to support [Organization/School Name] in any capacity I can.

Sincerely,

[Your Name]  
[Student ID if applicable]