

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

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

Dear [Recipient's Name],

I am writing to formally resign from my position as Treasurer of the [specific organization/club name] at [School Name], effective [last day of service, typically two weeks from the date above].

I have greatly appreciated the opportunity to serve in this role and to work alongside such dedicated individuals. It has been a valuable experience, and I am proud of what we have accomplished during my time as treasurer.

Please let me know how I can assist during the transition period. I hope to leave everything in order for my successor.

Thank you again for the support and the opportunities I have received during my tenure.

Sincerely,

[Your Name]  
[Treasurer, specific organization/club name]