

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

[Recipient's Name]
[Recipient's Title]
[School Name]
[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally resign from my position as Student Treasurer, effective [Last Working Day, e.g., "two weeks from today, on Date"].

This decision was not easy and took a lot of consideration. However, due to [brief reason for resignation, e.g., "increased academic demands" or "personal commitments"], I believe it is in the best interest of the student body and the organization that I step down from my role.

I am committed to ensuring a smooth transition and will do everything necessary to assist in transferring my responsibilities to the next treasurer. Please let me know how I can help during this period.

Thank you for the opportunity to serve as Student Treasurer. I am grateful for the experiences and friendships I have gained during my time in this position.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Grade/Class]