

[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 am writing to formally resign from my position as Treasurer of [Organization Name], effective [Last Day of Service, e.g., two weeks from today].

This was not an easy decision for me, but due to [brief explanation of reason, e.g., personal reasons, health concerns, a new job opportunity], I believe it is in the best interest of both myself and the organization. I am committed to ensuring a smooth transition and am happy to assist in the handover of my responsibilities during this period. Please let me know how I can help facilitate this process.

I have greatly enjoyed my time serving as Treasurer and appreciate all the support and collaboration from the board and membership. I wish [Organization Name] continued success in the future.

Thank you for understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Treasurer, Organization Name]