

[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 International Secretary at [Organization Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, as my time at [Organization Name] has been incredibly rewarding and has provided me with invaluable experiences. I am grateful for the opportunities to contribute to our international initiatives and collaborate with such a dedicated team. I am committed to ensuring a smooth transition during my remaining time, and I am happy to assist in training my successor or handing over my responsibilities. Please let me know how I can help during this transition period.

Thank you once again for the support and guidance I have received during my tenure. I look forward to staying in touch, and I hope our paths cross again in the future.

Warm regards,
[Your Name]