

RESIGNATION LETTER FROM CLUB TREASURER POSITION

[Date]

[Recipient Name]

[Recipient Address]

[Email Address]

[Date]

Dear [Recipient's Name],

I am writing to formally resign from my position as Club Treasurer of [Club Name], effective [Effective Date]. It has been an honor and privilege to serve as treasurer and contribute to the success of the club.

I would like to express my deepest gratitude to the entire club, its members, and the executive committee for the trust and support bestowed upon me during my tenure. Serving as treasurer has provided me with valuable experiences, strengthened my financial management skills, and allowed me to connect with wonderful individuals in our community.

To ensure a smooth transition, I am committed to assisting my successor during the handover period. I am more than willing to provide training, share relevant documents and reports, and be available for consultation as needed. Please feel free to reach me at [Your Email Address] or [Your Phone Number] in case of any queries during or after the transition.

Thank you once again for this incredible opportunity. I have full confidence in the club's future success and growth. I believe that new leadership will bring fresh perspectives and innovative approaches that will benefit all members.

I wish the club, its members, and the new treasurer all the best in their future endeavors. Thank you for your understanding and support throughout my tenure.

Sincerely,



Sample Resignation Document From Club

H Kauffman



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