

# Notice of Resignation

Date: [Insert Date]

To: [Social Club Name]

From: [Your Name]

Subject: Resignation from Activity Chair Position

Dear [Club Members/Committee],

I am writing to formally announce my resignation from my position as Activity Chair of [Social Club Name], effective [Last Day of Participation, e.g., two weeks from the date above].

This decision was not easy for me to make, but due to [brief reason, e.g., personal commitments, a new job], I am unable to continue fulfilling my responsibilities in this role. I am grateful for the opportunity to have served the club and to have worked with so many wonderful members.

I will ensure a smooth transition of my duties and am happy to assist in finding a new Activity Chair if needed.

Thank you for your understanding and support. I look forward to staying in touch and participating in club activities as a member.

Sincerely,

[Your Name]

[Your Contact Information]