

Letter of Resignation from Social Club Responsibilities

Date: [Insert Date]

To: [Club President's Name]

[Club Name]

[Club Address]

Dear [Club President's Name],

I hope this message finds you well. I am writing to formally resign from my responsibilities within [Club Name], effective [Last Working Day, e.g., two weeks from the date of this letter].

This decision was not made lightly as I have greatly enjoyed my time with the club and appreciate the friendships and memories I have made. However, due to [personal reasons, increased workload, etc.], I believe it is in the best interest of both myself and the club to step down.

I am committed to ensuring a smooth transition and am happy to assist in handing over my duties to the designated individual.

Thank you for your understanding and support. I wish [Club Name] continued success in the future.

Sincerely,

[Your Name]

[Your Contact Information]