

# Letter of Resignation from Officer Position

Date: [Insert Date]

Dear [Club Name] Members,

I hope this message finds you well. I am writing to formally announce my decision to step down from my position as [Your Position] of the [Club Name], effective [Last Working Day].

This decision was not made lightly, but after much consideration, I believe it is in the best interest of both myself and the club. I have enjoyed my time as an officer and am proud of what we have accomplished together.

I want to thank each of you for your support and collaboration during my tenure. It has been a pleasure working alongside such dedicated and passionate individuals.

Please feel free to reach out if you need any assistance during the transition. I am committed to ensuring a smooth handover of my responsibilities.

Wishing the club continued success in all its future endeavors.

Sincerely,

[Your Name]

[Your Contact Information]