



VED HOUSING SOCIETY MANAGEMENT

M.COM, MBA, GDCA, CERTIFIED PANEL AUDITOR, TAX & LEGAL CONSULTANT

FORMAT OF RESIGNATION LETTER FOR THE POST OF SECRETARY

From:- Name of Secretary

Name [Society Member name]

Address [_____]

Date :- //2024

To,

[Name of the Society Chairman,

Name of the Society

[Address of the Society],

Sub :- Resignation Letter for the post of Secretary

Dear Sir,

I would like to inform you that I am resigning from my position as Secretary at the XYZ Co-Operative Housing Society LTD due to some personal problem, effective 1 month from, today
12 May 2024.

Please let me know how I can be of help to committee during the transition period, also requested to provide a name/committee member whom can I handover the keys and other documents which I am maintaining as an office bearer.

I apologize for any inconvenience my resignation may cause and I am committed to ensuring a smooth transition for the new Secretary. I wish you and the committee the very best going forward.

Thank you for the opportunity to serve as your Secretary. I will cherish the memories and the experiences that I have had with all of you.

Sincerely,

(Signature)

[Secretary Name]

Former Secretary,

[Name of the Cooperative Housing Society]

