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[Sender's Name]

[Sender's Job Title]

[Sender's Address]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Address]

Respected Ms. [Recipient's Name],

Thank you for working as a Treasurer for the company. The role of a treasurer is important in the board's committee and you have done an exceptional job as a treasurer. As your term comes to an end, we would certainly find it difficult to find a talent like you. You have provided invaluable financial planning insights and have successfully prepared budgets for the company on several occasions.

Whenever there was a requirement of funds, you successfully raised funds for the company. Thank you for that. I am again thanking you for serving as a treasurer and I hope that you stay in touch with the company in the future also.

Yours sincerely,

[Your Name]

[Contact Number]

[Email ID]

[Signature]





