

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Committee Name]

[Church Name]

[Church Address]

[City, State, Zip Code]

Dear [Committee Chair/Committee Members],

I am writing to formally resign from my position as [Your Position] on the [Committee Name], effective [Last Working Day, e.g., two weeks from the date above].

This decision was not made lightly. I have enjoyed my time serving on the committee and appreciate the opportunities for personal and spiritual growth that it has provided. However, after careful consideration, I believe it is in the best interest of both the committee and myself to step down.

Thank you for the support, encouragement, and fellowship extended to me during my time on the committee. I wish you all continued success in your important work for our church community.

If there is anything I can do to assist during the transition, please don't hesitate to let me know.

Sincerely,

[Your Name]