

Resignation Letter

Date: [Insert Date]

[Recipient's Name]

[Church Committee Name]

[Church Address]

Dear [Recipient's Name],

I am writing to formally resign from my position on the [Church Committee Name], effective immediately. This decision was not made lightly, and I have enjoyed the time I've spent serving our community.

Unfortunately, due to [reason for resignation, e.g., personal commitments, health issues], I am unable to continue my responsibilities on the committee. I sincerely apologize for any inconvenience my departure may cause.

Thank you for the opportunity to serve alongside such dedicated individuals. I have great respect for the work being done and wish the committee all the best in its future endeavors.

Warm regards,

[Your Name]

[Your Contact Information]