

Resignation Letter from Church Committee

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Church Name]

[Church Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally resign from my position on the [specific committee name] of [Church Name], effective [last working day, typically two weeks from the date above].

Due to increasing time constraints and personal obligations, I find that I am unable to fulfill my responsibilities as a member of the committee. It has been a blessing to serve alongside such dedicated individuals, and I will cherish the experience and friendships I have gained.

I appreciate your understanding and support regarding my decision, and I am committed to assisting in the transition process to ensure a smooth handover of my responsibilities.

Thank you once again for the opportunity to serve. I hope to stay connected with the church community in the future.

Warm regards,

[Your Name]