

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Church Name]

[Church Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally resign from my position on the [specific committee name] at [Church Name], effective [last day of service, typically two weeks from the date above]. This decision comes after much consideration and is due to personal reasons that require my attention.

I have enjoyed serving alongside all of you and appreciate the support and fellowship shared during my time on the committee. I am thankful for the opportunities I have had to contribute to the church community.

Please let me know how I can assist during the transition process. I hope to stay connected with everyone and continue supporting [Church Name] in the future.

Thank you for your understanding.

Warm regards,

[Your Name]