

# Resignation Letter

Date: [Insert Date]

To: [Recipient's Name]

Church Committee, [Church Name]

[Church Address]

Dear [Recipient's Name],

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]. This decision was not made lightly, as my time serving on the committee has been incredibly fulfilling and meaningful.

I have greatly appreciated the opportunity to work alongside such dedicated individuals and contribute to the mission of our church. However, due to [brief reason for resignation, e.g., personal commitments, relocation, etc.], I am unable to continue fulfilling my responsibilities to the best of my ability.

Thank you for your understanding and support. I am hopeful to remain an active member of the congregation and look forward to seeing the continued growth of our church community.

Warm regards,

[Your Name]

[Your Contact Information]