

Voluntary Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 [Name of Committee] at [Church Name], effective [Last Working Day, typically two weeks from the date above].

This decision was not made lightly, and I am grateful for the opportunities I have had to serve alongside you and the committee members. It has been a rewarding experience, and I cherish the relationships I have built during my time here.

Thank you for your understanding. I hope to remain connected with the church community in other capacities in the future.

Warm regards,

[Your Name]