

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Pastor's Name]
[Church Name]
[Church Address]
[City, State, Zip Code]

Dear [Pastor's Name],

I am writing to formally resign from my position as [Your Position] at [Church Name], effective [Last Working Day, e.g., two weeks from today]. This decision was not made lightly, as my time here has been filled with meaningful experiences and growth in my faith. I am truly grateful for the opportunities I have had to serve alongside such a dedicated team and to connect with our congregation.

I am committed to ensuring a smooth transition and am happy to assist in the handover of my responsibilities during my remaining time.

Thank you for your understanding and support. I look forward to staying in touch and will always cherish my time at [Church Name].

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]