

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Church Name]
[Church Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] 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've had to serve and grow within the congregation. I have enjoyed my time working with you and the members of our community.

Thank you for your understanding and support. I will do everything I can to ensure a smooth transition during my remaining time.

Sincerely,
[Your Name]