

**\*\*Template 1: Formal Resignation Letter\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as Secretary of [Organization Name], effective [Last Working Day, typically two weeks from the date above].

It has been a privilege to serve in this role and be part of a community dedicated to [brief reference to the organization's mission]. I am grateful for the experiences and relationships I have built during my tenure.

Thank you for your understanding.

Sincerely,  
[Your Name]

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**\*\*Template 2: Grateful Resignation Letter\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you in good spirit. I am writing to inform you of my resignation from the position of Secretary at [Organization Name], effective [Last Working Day].

Serving this organization has enriched my faith journey and allowed me to work alongside incredible individuals. I am thankful for the opportunities to contribute and grow within this community.

I wish you all continued success in fulfilling our shared mission.

Warm regards,  
[Your Name]

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**\*\*Template 3: Brief Resignation Letter\*\***

[Your Name]  
[Your Address]  
[Date]  
[Recipient Name]  
[Organization Name]  
Dear [Recipient Name],

I am resigning from my role as Secretary at [Organization Name], effective [Last Working Day]. I appreciate the time spent with our community and the support I received.

Best wishes,  
[Your Name]

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**\*\*Template 4: Personal Touch Resignation Letter\*\***

[Your Name]

[Your Address]

[Date]

[Recipient Name]

[Organization Name]

Dear [Recipient Name],

It is with mixed emotions that I submit my resignation as Secretary of [Organization Name], effective [Last Working Day]. My heart is filled with gratitude for the journey we've shared and the lessons learned.

I pray for the continued growth and success of our mission and look forward to witnessing the wonderful things this community will achieve.

Blessings,  
[Your Name]