**Church Letter of Resignation**

[Your Name]

[1234 Street Address]

[City, State, Zip]

[Today’s Date]

[Company Name]

[1234 Street Address]

[City, State, Zip]

Dear [Name of Head Pastor],

Please accept this letter as formal notice of my resignation as [Position Name] at [Church Name], effective as of [Resignation Date].

After significant consideration, I have decided to [reason for leaving, ex: “move to another part of the state”]. I have truly enjoyed working with the congregation at [Church Name]. Sharing God’s Word has been my life’s passion, and it has been incredibly rewarding to watch our members accept Jesus into their hearts and to support them as they grow and deepen their spiritual roots.

Under your leadership, I have no doubt [Church Name]’s strong service to God will flourish for many years to come. Thank you for the training and mentoring over the past several years. It has been a privilege to work and grow with you.

Sincerely,

[*Your Signature*]

[Your Name]

[Position Name] [Church Name]