**CHURCH RESIGNATION LETTER**

**From:** **[NAME OF SENDER]**  
**Address:** **[ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Date: **[DATE]**

**To:** **[NAME OF RECIPIENT]**  
**Address:** **[ADDRESS]**  
**Phone:** **[PHONE NUMBER]**  
E-Mail: **[EMAIL ADDRESS]**

Dear [RECIPIENT],

This letter represents the official notice of resignation from my position as [OFFICIAL TITLE] with [NAME OF CHURCH] be made final on the [DAY] day of [MONTH], [YEAR].

It has been with great pleasure to serve alongside the individuals at [NAME OF CHURCH], and I will always appreciate the faith, experience, and knowledge I gained during my time here. The reason for my departure is [EXPLAIN REASON].

I hope the notice-period is enough for you to find a replacement. Furthermore, please let me know of any help I can provide to train or prepare my successor. I created several resources to assist them during their transition into the role.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://esign.com/)

Signature

[NAME OF SENDER]

Print Name