

# CHURCH RESIGNATION LETTER

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address (2): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address (2): \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Dear \_\_\_\_\_,

This letter represents the official notice of resignation from my position as \_\_\_\_\_  
with \_\_\_\_\_ be made final on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

It has been with great pleasure to serve alongside the individuals at \_\_\_\_\_,  
and I will always appreciate the faith, experience, and knowledge I gained during my  
time here. The reason for my departure is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

