**CHURCH LETTER OF RESIGNATION**

**(Current date)**

**(Full Name)  
(Church’s name)  
(Church’s address)  
(Phone number)**

Dear **(Name of the addressee)**,

It is with a heavy heart that I am resigning from **(church name and position)**. My last day of work will be **(resignation date)**.

My decision to resign has been prompted by my plans **(state the reason for resignation)**. I know that you will find it difficult to accept my decision because of our strong relationship, but kindly allow me to move on to the next stage of my life.

I appreciate the opportunity to work with you and the mentorship you have provided. I feel the values I’ve acquired will be useful in shaping what I am planning to undertake in the next phase.

Thank you once more for the opportunity. I wish you well. Yours in the lord,

**(Your signature)  
(Your name)  
(Your current leadership position in church)**