**CHURCH RESIGNATION LETTER**

December 4, 2017

Bonnie Grant  
Big City Church  
44 Charles Street  
Big City, NY 12000  
(555) 555-5555

Dear Pastor Grant,

I have written this letter to inform you that I will be resigning from my position at Big City Church. I have made the decision to pursue a new career in entertainment where I hope to one day act on Broadway. My last day will be December 23, 2017.

My departure might come as some surprise to you as I have always been deeply committed to my position at the Church. However, I feel that at this point in my life I must take a ‘leap of faith and follow my dreams.

Your contributions have been appreciated and I will continue to uphold the values I have learned while serving under your leadership. You will always have a place in my heart.

Thank you once again for the opportunity.

Your friend,

Tanya Knowles