**CHURCH LETTER OF RESIGNATION**

December 12, 20XX

Mike M. Smith  
The Great Commission Church  
34 Parklands Ave.  
Phoenix, AZ 8003  
(441) 675-6677

Dear Pastor John,

Please accept this letter as my official notice for my impeding resignation from The Great Commission Church. My last day of work will be December 24, 20XX.

My decision to quit has been motivated by my plans to pursue further education. I understand you’ll find a hard time accepting my choice due to the deep relationship we have had for the last seven years, but please allow me to start my next phase in life. I believe it’s time to practice my faith and follow my dreams.

I am thankful for the experience and mentorship I have received working under you. I believe the values I have learned will be instrumental in shaping my future career.

Again, thank you for the opportunity. I wish you all the best.

Yours in the lord,

Melisa Whales