Sample

April 9, 2017

Stuart Tabac  
Resurrection Catholic Church  
1251 New Avenue  
Townville, CA 90121  
(123) 123-5555

Dear Father Tabac,

It it with my most sincere regret that I will be stepping down from my position as Worship Leader of Resurrection Catholic Church. This was an unexpected decision which was brought up by the fact that my health has been in question ever since my back surgery last year. Therefore, I will be resigning as of March 1, 2017.

As you know, my back pain has become an issue over the last few months and even more so within the past two weeks. While I wish the pain were such that I could continue serving as head of the worship team in an effective manner, however, I feel that it would be best if took my leave and focused on recovering.

It has been a great experience learning from yourself and the other members of the Church. I have not only become a better leader, but I’ve also grown as a follower of Christ. Thank you for your mentorship throughout this entire process.

Please let me know if there is anything that can be done on my part to find a suitable replacement. I will always be willing to lend a hand whenever possible.

Forever in Christ,

George Smith