

(Sample for an Opportunity for Career Growth)
[Church Logo or Letterhead]

[Date]

[Recipient's Name]
[Recipient's Address]

Dear [Recipient's Name]

This letter serves as my resignation. My last day of employment will be [Date of Resignation], two weeks from today.

Leaving [Church Name] was a very difficult decision. I was recruited to this position and I wanted to let you know it took numerous prodding to create any interest on my part. Once I finally looked at this opportunity, it offered such significant career growth and challenge that professionally speaking I could not turn it down.

[Recipient's Name], thank you for your mentorship and guidance over the years. You have made important contributions to my spiritual and professional development. I enjoyed working with you and wish you all the most professional and personal success possible.

I intend to make this transition as smooth as I possibly can. I will do my best to tie up loose ends before I leave. Of course, I'm available to help at any time. I will give you my number so you can reach me if there is a need or a problem. I appreciated my time here and will always speak highly of this church as an employer.

Sincerely,

[Your Signature]
[Your Name]