

**(Sample Professional Resignation Letter with Reason)
[Church Logo or Letterhead]**

[Date]

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

Dear [Recipient's Name]

This letter is to bring to your notice that I would like to resign from [Company Name] with effect from [Date of your last working day]. I will serve my notice period of 2 weeks before leaving [Company Name] and I will provide all the necessary support to transfer my duties to my replacement.

Working at [Company Name] has been a great learning experience for me; however, I have decided to leave in order to move further in my career. I really enjoyed working here and I feel grateful for you providing me with the challenging opportunities in such a friendly and comfortable work environment.

Please accept my resignation and inform me about all the relieving formalities that need to be fulfilled.

Thank you!

[Your Signature]
[Your Name]

[Church Name, Address and Phone Number]