

# Church Secretary Resignation Letter

**[Your Name]**

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name/Title]**

[Church Name]

[Church Address]

[City, State, ZIP Code]

**Subject:** Resignation from the Position of Church Secretary

Dear [Recipient's Name/Title],

With a grateful heart, I am writing to formally resign from my position as Church Secretary at [Church Name], effective [last working day]. This decision has been made after considerable thought and prayer, as I believe it is the right time for me to step down due to [reason, e.g., personal responsibilities, health issues, relocation, etc.].

Serving as the Church Secretary has been a fulfilling experience, and I am deeply thankful for the opportunity to contribute to the ministry and administrative functions of the church. The support from the leadership team and the congregation has been a true blessing.

Please let me know if I can assist in transitioning my responsibilities to ensure a smooth handover. I will continue to pray for [Church Name] and its mission to serve God and the community.

Thank you for your understanding and for allowing me to serve in this capacity.

Yours in Christ,  
[Your Full Name]