

SAMPLE RESIGNATION LETTER

CHURCH LETTER HEAD HERE

As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience. Bear with one another and, if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing psalms, hymns, and spiritual songs to God. And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:12-17

September 28, 20XX

XX Congregational Council,

It is with both joy and regret that I share my resignation as your called Pastor/Deacon effective October 31, 20XX.

It is with great hope and joy that I look forward to (my retirement, new call, next opportunity) I wait with eager anticipation for the new ventures that are on the horizon. But it is also with deep sadness that I take my leave, as I will not be serving with you in the same capacity.

As of my resignation date, I will no longer be able to preside over any pastoral acts (baptism, confirmations, weddings, funerals, home visitations) that we have come accustomed to me doing. I will sign a covenant agreeing to not serve as your pastor/deacon beyond my last day. This is always hard both on me and all of you, but I trust it is in the best interest of God's church.

I am excited to see the future unfold in our faith community as you, the church, continue to lead the mission and ministry. It has been a privilege to work beside all of you in the ministry for Christ. In gratitude, it has been great to work with (NAMES) our amazing staff. Talented, committed, faithful and dedicated are just a few of the words that come to mind when I think of this team of colleagues. And of course, we couldn't do our work without the hands and hearts of all God's people.

So, I encourage all of you to hold fast to the words of Colossians 3 as you continue to work together in mission and ministry for Christ.

God's blessings to all!

Pastor/Deacon