Subject:

Dear Father Ronald,

I write this letter to inform you of my decision to resign as the chief choir minister with St Teresa’s Catholic Church, effective one week from today. October 23, 20XX, will be my last day.

I have and a wonderful time coaching the church choir in the past eighteen years. As you know, my wife is terminally ill, and thus I have decided to resign from my position to attend to her. You have been of great encouragement for all this time, and I thank you for your prayers and support.

I will greatly miss leading the church choir, but I promise to offer my advice and support to this team when possible. My time at St Teresa’s Catholic Church has been a moment of learning, transformation, and growth.

Again thank you for your support, prayers, and encouragement. I promise to keep in touch, and I will regularly be visiting.

Peace Be With You,

Marcus Martins

Music Minister