

March 24, 2014

Dear Pastor John,

It is with deep sorrow that I inform you I will not be able to complete the business process automation project as we had agreed a few weeks ago. After much prayer, thoughtful consideration and discussion with my family I believe this is the best decision for me and my loved ones.

I recently lost my job and am forced to seek new employment so I can support myself and continue to meet my financial obligations. As I'm sure you know, the economy is in pretty bad shape and I anticipate a long job search before finding steady employment within my field. I will be dedicating my time to sharpening my skills as well as acquiring new ones which I hope will increase the probability of finding meaningful work. In addition to this, I will be taking a couple of courses I haven't had the time to take because of work. Engaging in these activities will make it very hard for me to spend any significant amount of time and effort at the church.

The BPA project is very important for the church and I want to be able to give it my full attention. I cannot give you an estimate for how long I will be unavailable because I don't know just how long it'll take me to find a job. However, I do know my courses will conclude in about 3 months. I propose we set up a meeting after I've completed my course work. I can give you an update about my employment status and depending on whether or not I'm employed; we can set up a tentative schedule for the BPA project.

Pastor John, I apologize for any inconvenience this may cause you and the church, but I do hope you understand why I've chosen not to work on the project at this time. I am worried about my financial stability and the effect it'll have on my family. But it's during times like this when my faith in God grows stronger. I will make the best of this situation with the help of God and support of my family and loved ones.

I look forward to hearing your sermon on Sunday.

My prayers are with you and your family.

Sincerely,

Brian Rojas