

Dear [Community Member's Name],

We hope this letter finds you in good spirits. As part of our ongoing commitment to you and our faith community, we want to share some important updates regarding the transition within our church leadership.

After much prayer and consideration, [Name of outgoing leader] will be transitioning from their role as [Position] effective [Date]. We are immensely grateful for their dedication and service over the years, during which they have guided us through many challenges and celebrated numerous successes.

We are excited to announce that [Name of incoming leader] will be stepping into the role of [Position] on [Start Date]. [He/She/They] bring a wealth of experience and a passion for our mission that we believe will inspire and enrich our community.

We invite you to join us for a special service on [Date] at [Time], where we will honor [Name of outgoing leader] and welcome [Name of incoming leader] into our congregation. This will be a wonderful opportunity to come together in fellowship and support as we embrace this new chapter.

Thank you for your continued faith and support during this transition. We are confident that with God's guidance, our community will thrive as we move forward together.

Blessings,

[Your Name]

[Your Position]

[Faith Community Name]