

# Subject: Announcement of Retirement

Dear [Congregation/Community],

It is with mixed emotions that we announce the upcoming retirement of [Clergy Name], effective [Retirement Date]. For [number of years] years, [he/she/they] has served our community with dedication, compassion, and unwavering faith.

During [his/her/their] tenure, [Clergy Name] has made a significant impact on our congregation, including [briefly mention key achievements or contributions]. We are grateful for [his/her/their] leadership and the spiritual guidance provided to all of us.

We will be hosting a farewell service on [date and time] at [location] to celebrate [Clergy Name]'s ministry and to bid [him/her/them] a fond farewell. We encourage you to join us as we express our gratitude and share our memories.

As [he/she/they] transitions into this new chapter of life, let us keep [Clergy Name] in our prayers. Please feel free to reach out to [him/her/them] at [email/contact information] to share your sentiments.

Thank you for joining us in honoring [Clergy Name]'s service.

In Christ's love,

[Your Name]

[Your Position]

[Church/Organization Name]

[Contact Information]