

# Clergy Retirement Letter

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Church/Organization Name]

[Insert Church/Organization Address]

Dear [Recipient's Name],

I am writing to formally announce my retirement from the position of [Position Title] effective [Retirement Date]. It has been a privilege to serve the congregation at [Name of Church] over the past [Number of Years] years.

Reflecting on my time in ministry, I am filled with gratitude for the support, love, and fellowship I have experienced within this community. It has been a joy to witness the growth and transformation of our church family.

I am committed to ensuring a smooth transition and will work closely with the leadership team to assist in the process of finding my successor. Please feel free to reach out should you wish to discuss any details during this transitional period.

Thank you once again for the opportunity to serve and for all the cherished memories. I look forward to staying connected and supporting the church in new ways as a retiree.

With warm regards and blessings,

[Your Name]

[Your Position]

[Contact Information]