

# Dear Beloved Congregation,

It is with mixed emotions that I announce my retirement from active ministry, effective [Retirement Date]. After [Number] years of serving this wonderful congregation, the time has come for me to step into a new chapter of my life.

Serving alongside each of you has been a great honor and joy. Together, we have celebrated milestones, navigated challenges, and grown in faith. I will always cherish the relationships and experiences we have shared.

My final service will be held on [Final Service Date] at [Time]. I invite you all to join us for a farewell celebration following the service. Your presence would mean a lot to me.

Though I am retiring from my position, I will carry each of you in my heart as I embark on this new journey. Thank you for your support, love, and prayers throughout the years.

In Christ's Love,

[Clergy Name]

[Position]

[Church Name]