

# Clergy Retirement Update

Date: [Insert Date]

To: [Board Members/Committee Name]

From: [Your Name/Position]

Dear Board Members,

I hope this message finds you well. As we prepare for our upcoming board meeting, I wanted to provide an update regarding the retirement of [Clergy Name].

[Clergy Name] has announced their retirement effective [Retirement Date]. We are grateful for their years of dedicated service to our community, and we want to ensure a smooth transition during this time.

In the meeting, we will discuss the following points:

- Celebration of [Clergy Name]'s contributions.
- Transition plans for filling the position.
- Handling ongoing ministries and projects.

Thank you for your attention to this important matter. I look forward to discussing it further at our upcoming meeting.

Warm regards,

[Your Name]

[Your Position]

[Contact Information]