Date

Address Line 1

Address Line 2

Dear Members of *[CALLING CONGREGATION]*,

 A few weeks ago, I received a divine call to serve God’s kingdom at *[CALLING CONGREGATION]*.

I know this letter will mean joy for some and disappointment for others. Either way, a congregation will be without a called worker whose service they can use. What a joy and comfort we have as believers in our unchanging, all-knowing Lord.

So many prayers, thoughts, and conversations were had over these past few weeks. It has been a privilege for me to reflect on my current ministry and pray about how and where I can best use my gifts to serve our Savior. Thank you to all those who took time out of their days and nights to talk.

I have decided with the Lord’s guidance to humbly accept your call to serve as *[POSITION]*. My time was filled with blessings at *[CURRENT CONGREGATION]*. Please keep their ministry in your prayers.

There are many souls throughout this world that need to hear about our Savior Jesus. May the Lord continue to work through us to spread his message.

With Christian love,

Name

Church

cc: District President Joel Zank

 District President *of calling congregation*

Commission on Lutheran Schools