Date

Address Line 1

Address Line 2

Dear Members of *[CURRENT CONGREGATION]*,

Earlier this month the Lord gave me the distinct privilege of considering two opportunities for service to him. I have given serious and prayerful deliberation to the call that was extended to me to serve as pastor at *[CALLING CONGREGATION]*. It was a difficult and humbling process, but the Lord has certainly blessed me greatly through it.

After much prayer, Bible reading, communication with members of *[CALLING CONGREGATION]*, discussion with members at *[CURRENT CONGREGATION]* and brothers in the ministry, I have decided to accept the call extended to me. I will be working with our leaders here in the coming days to discuss moving plans and a tentative departure date. Please keep me, my family and the congregation in *[CURRENT LOCATION]* in your prayers during this time of transition. I will certainly be keeping *[CURRENT CONGREGATION]* in my prayers.

It has been a privilege to serve as your pastor. I will always have fond memories of my time serving here with you.

May the Lord continue to bless your work in his kingdom!

With Christian love,

Name

Church

cc: