

Dear \_\_\_\_\_,

I want to express my heartfelt thanks for the beautiful send-off and the generous gifts you have given me. Your kindness and love have deeply touched me, and I feel truly blessed to have served such an amazing congregation.

As I transition from my role as your pastor, I want to inform you of a policy established by our Presbytery, which I will be honoring. A link to the full policy is below:

[RELATION-OF-FORMER-PASTORS-TO-CONGREGATIONS](#)

*"The primary goal of this policy is to provide the incoming pastor and the congregation with the appropriate opportunity to establish healthy new pastoral relationships while extending grace to the outgoing pastoral relationship."* This policy requires that I transition from serving as your pastor and participating in the life and ministry of \_\_\_\_\_ for one year after the newly installed pastor/covenant pastor arrives or I am invited by the moderator of the Session to do so.

Though my formal role has ended, please know that I will always be a friend to this church and to each of you. My love, prayers, and support remain with you, even if I am not physically present. I believe God has wonderful plans in store for this church, and I trust that He will guide and bless your future endeavors.

Thank you again for your kindness, generosity, and for allowing me to be a part of your lives.

God be with you,

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