

Pastor Bob

123 Main Street, San Francisco, CA 94122

Home: 415-555-0000 Cell: 415-555-0000

email@example.com

Dear Congregation,

Today marks five years I've spent as your pastor here at First Christian Assembly Church and I've been spending a lot of time lately thinking about my past few years here. I remember how welcoming everyone was the first weekend I moved into town. Several families came to help us carry boxes and several more families provided hot homemade meals. I remember all of the weddings and funerals I've had the honor of serving at as well as all of the various church functions I've been able to be a part of. Most of all I remember all of the heartfelt conversations that have happened in my office and at the front of the church.

Today I am simply writing to say thank you. You are such an amazing congregation and it has been such a blessing to be your pastor. I am continually blown away by your compassion generosity and willingness to serve. I can only hope that I have inspired all of you as much as you have inspired me.

Thank you so much for all that you do. You make this great place possible.

Sincerely,

Pastor Bob