

Sample Declination Letter

Sample letter to send to those who participated in the search process, but did not receive the congregation's call.

Rev. SOMEONE
SOMENAME Lutheran Church
SOMESTREET
SOMETOWN, SOMESTATE SOMEZIP

Dear Pastor SOMEONE,

On behalf of the Search Committee of ANYNAME Lutheran Church, ANYCITY, ANYSTATE, thank you for participating in our Pastoral interview process. We appreciated the opportunity to get to know you and to hear of your life and ministry. We were impressed by your commitment to serving Jesus Christ.

As you may have heard, ANYNAME extended a call to _____. On DATE, he accepted our call. Please pray that his transition goes well.

We wish you well in the coming months, Pastor SOMEONE. You have many gifts to give the church and ministry. We wish you God's richest blessings as you live out your current call.

On behalf of the Search Committee,

NAME, Chair
Search Committee
ANYNAME Lutheran Church