

Church Letterhead

Date

Reverend
Address
City, State, Zip

Dear Brother _____:

The Lead Pastor Pulpit Committee of _____ Church has received your resume.

Thank you for your interest in seeking the lead pastor position of our church. This process has been lengthy and we apologize for the time between your application and our response to you.

We have had many candidates with excellent experience, unique qualities and a commitment that would be a tremendous asset to any church. We as a pulpit committee prayerfully considered each candidate.

Because we have only one lead pastor vacancy, we have had to say no to many qualified candidates who are undoubtedly excellent pastors. We must respectfully notify you that our search is completed and a lead pastor was selected/elected ___(Day)___.

We trust that God will continue to lead you into ministries that will be personally fulfilling and that will significantly strengthen His Kingdom here on earth. "Being confident of this very thing, that He who hath begun a good work in you will perform it until the day of Jesus Christ."

In His Service,

Secretary of the Board
_____ Church