

Dear Team,

As I prepare to retire from my role as CEO, I take this opportunity to reflect on the incredible journey we have shared together. It has been a privilege to work alongside such talented and dedicated individuals.

Throughout my tenure, I have been inspired by your hard work, creativity, and commitment to our mission. Together, we have achieved remarkable milestones, and I am grateful for every moment spent collaborating with you.

I want to express my heartfelt gratitude for your support and teamwork. Your passion and perseverance have been the driving force behind our success.

As I pass the torch to the next leader, I have every confidence that you will continue to excel and innovate. Although I will miss this remarkable team, I am excited to see what the future holds for each of you and our organization.

Thank you once again for the unforgettable memories and achievements. I wish you all the very best in the years to come.

Warmest regards,

[Your Name]

CEO