

CEO Retirement Announcement

Dear [Company Name] Team,

I am writing to inform you of my decision to retire as CEO of [Company Name], effective [Retirement Date]. It has been an incredible journey, and I am grateful for the support of each and every one of you during my tenure.

As we look ahead to this transition, I want to assure you that we have a solid transition plan in place. [Interim CEO/Successor Name] will step in as the interim CEO and will work closely with the executive team to ensure a seamless transition. Our goal is to maintain our momentum and continue driving the success of our company.

During the next few months, I will work diligently to transition my responsibilities and share critical insights to support [Interim CEO/Successor Name]. I am confident that [he/she/they] will lead [Company Name] to continued success.

I want to thank you for the hard work, dedication, and passion you bring to [Company Name]. It has been an honor to serve as your CEO, and I look forward to watching the company's growth in the future.

If you have any questions or concerns during this transition period, please do not hesitate to reach out.

Warm regards,

[Your Name]
CEO, [Company Name]