

Retirement Announcement

Dear Team,

I am writing to share important news regarding my retirement from the position of Chief Executive Officer at [Company Name], effective [Retirement Date]. After [Number] years at the helm, it is time for me to pass the torch and embark on a new chapter in my life.

I am thrilled to announce that [Successor's Name], who has been with [Company Name] for [Number] years, will be stepping into the role of CEO. [Successor's Name] has demonstrated outstanding leadership and a deep commitment to our values, and I have every confidence that [he/she/they] will continue to lead our company towards greater success.

Throughout my tenure, I have been proud of what our team has accomplished together. I am excited to see how [Successor's Name] will drive our vision forward and build upon our success.

Thank you all for your support and dedication over the years. I look forward to seeing what the future holds for [Company Name] and will cherish the memories we have created together.

Sincerely,

[Your Name]
[Your Title]
[Company Name]