

# Retirement Appreciation Letter

Date: [Insert Date]

Dear [Employee/Team/Department Name],

As I prepare to step down as your CEO and embrace retirement, I want to take a moment to express my heartfelt appreciation for each and every one of you.

Over the years, we have achieved incredible milestones together, and I am proud to have been part of such a dedicated and talented team. Your hard work, innovation, and commitment to excellence have made this journey fulfilling and rewarding.

I am truly grateful for the support and camaraderie we have shared. It has been a privilege to lead such an exceptional organization, and I will carry the memories of our successes with me into this new chapter of my life.

Please stay in touch, and continue to strive for greatness. I believe in each of you and am confident that the future of this organization is bright.

Thank you once again for everything.

Warmest regards,

[Your Name]

CEO