

CEO Retirement Communication to Board of Directors

Date: [Insert Date]

Dear Members of the Board,

I hope this message finds you well. It is with a mix of emotions that I write to formally announce my retirement as Chief Executive Officer of [Company Name], effective [Retirement Date]. After [number] years of service, I believe it is time for me to step down and allow new leadership to guide the company into its next chapter.

During my tenure, I have been privileged to work alongside such talented individuals and to contribute to the growth and success of [Company Name]. Together, we have achieved numerous milestones, and I am incredibly proud of what we have built as a team.

I am committed to ensuring a smooth transition and will work closely with the Board and the executive team over the coming months. I have confidence in [Successor's Name] to take over the leadership of the company, and I will support them fully during this transition period.

Thank you for your support, guidance, and friendship throughout the years. I look forward to staying in touch and watching [Company Name] continue to thrive.

Warmest regards,

[Your Name]
Chief Executive Officer
[Company Name]