

# Dear Valued Clients and Partners,

I hope this message finds you well. I am writing to inform you of my upcoming retirement as CEO of [Company Name], effective [Retirement Date].

It has been a privilege to serve alongside such dedicated colleagues and to work with wonderful clients and partners like you. Over the years, we have achieved remarkable milestones together, and I am incredibly grateful for the relationships we have built.

As I transition to this new chapter in my life, I am pleased to announce that [Successor's Name] will be taking over as CEO. [He/She/They] brings a wealth of experience and a fresh perspective that I believe will carry our mission forward.

Thank you for your support throughout the years. I look forward to seeing where [Company Name] goes in the future and maintaining the relationships we have established.

Warm regards,

[Your Name]  
CEO, [Company Name]  
[Contact Information]