

Notification of Retirement

Dear Stakeholders,

I am writing to inform you of my decision to retire from my position as Chief Executive Officer of [Company Name], effective [Retirement Date]. After [number] years of dedicated service, it is time for me to step down and allow for new leadership to guide the company into its next chapter.

It has been an honor to lead such an incredible team and to work alongside dedicated professionals who have contributed immensely to our success. Together, we have achieved [mention key achievements or milestones during tenure].

As I prepare for this transition, I am committed to ensuring a smooth handover to my successor, [Successor's Name], who brings a wealth of experience and vision to the company.

I am grateful for the support I have received from all stakeholders, and I look forward to watching [Company Name] continue to thrive in the years to come.

Thank you for your understanding and for being an integral part of our journey.

Sincerely,

[Your Name]
Chief Executive Officer
[Company Name]