

Dear [Community Name] Board Members and Stakeholders,

We hope this message finds you well. We are writing to inform you of an important change within our organization regarding our executive leadership.

After [number] years of dedicated service, [Executive Name], our [Executive Title], will be retiring effective [Retirement Date]. [He/She/They] has been an integral part of our team and has significantly contributed to the growth and success of our organization.

[Executive Name]'s leadership has helped us navigate numerous challenges and has strengthened our relationships within the community. We are grateful for [his/her/their] commitment and the positive impact [he/she/they] has made.

As we transition, we are committed to ensuring a seamless succession. We are currently in the process of identifying a suitable candidate for the role of [Executive Title] and will keep you updated on this progress.

Thank you for your continued support and understanding during this time of transition. We look forward to honoring [Executive Name] in the coming weeks and celebrating [his/her/their] remarkable career.

Best regards,

[Your Name]
[Your Title]
[Your Organization]
[Contact Information]