

CEO Retirement Announcement

Date: [Insert Date]

To: Board of Directors

From: [Your Name], [Your Position]

Subject: Announcement of Retirement

Dear Board Members,

I am writing to formally announce the retirement of our Chief Executive Officer, [CEO's Name], effective [Retirement Date]. After [number of years] years of dedicated service and exemplary leadership, [CEO's Name] has decided to transition into this new chapter in their life.

Throughout their tenure, [CEO's Name] has been a remarkable leader, steering our company towards unprecedented growth and success. Their vision and commitment to excellence have left an indelible mark on our organization, and we are incredibly grateful for their contributions.

We will begin the transition process immediately to ensure a seamless change in leadership. A search committee will be formed to identify a successor, and we will keep you updated throughout this process. In the coming weeks, we will also host a farewell gathering to honor [CEO's Name]'s legacy and achievements.

Thank you for your support during this transition period and for continuing to foster a positive and collaborative environment within our board.

Sincerely,

[Your Name]

[Your Position]