

# CEO Retirement Announcement

Dear Valued Business Partners,

It is with mixed emotions that I write to announce my retirement as CEO of [Company Name], effective [Retirement Date]. After [Number of Years] years of service, it is time for me to step down and pursue new personal endeavors.

Reflecting on my time at [Company Name], I am proud of what we have accomplished together. Your support and collaboration have been instrumental in our success, and I am deeply grateful for our partnership.

I am confident that under the leadership of [Successor's Name/Interim Leader], [Company Name] will continue to thrive and build on the foundation we have established. I look forward to supporting a smooth transition and will be available during this time to ensure an orderly handover.

Thank you for the trust and support you have extended to me over the years. I hope to stay in touch, and I wish you all continued success.

Warm regards,

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