

# Dear Valued Clients,

It is with mixed emotions that I write to inform you of my decision to retire as CEO of [Company Name], effective [Retirement Date]. After [Number] years of service, I feel it is time to hand over the reins to a new leader.

It has been an incredible journey, and I want to express my deep gratitude for the trust and support you have bestowed upon me and the company. Together, we have achieved remarkable milestones, and I am confident that the team will continue to deliver exceptional service and innovation.

As I step down, I am excited to announce that [Successor's Name] will be taking over the role. [Successor's Name] has been with [Company Name] for [Duration] and brings a wealth of experience and a shared commitment to our values and vision.

Thank you for your partnership and trust throughout the years. I look forward to seeing how [Company Name] will continue to grow and thrive in the future.

Warmest regards,

[Your Name]  
CEO, [Company Name]