

# CEO Retirement Announcement

Dear Community Leaders,

I hope this message finds you well. It is with a mixture of gratitude and bittersweet emotion that I announce my retirement as CEO of [Company Name], effective [Retirement Date]. After [Number of Years] years of dedicated service, I believe it is time for me to step down and allow new leadership to take the company to greater heights.

During my tenure, I have been privileged to work alongside many of you, and I am incredibly proud of what we have accomplished together for our community. I am grateful for your support and collaboration, which have been instrumental in our success.

Although I will be stepping away from my role, I remain committed to the values and initiatives we have championed together. I am confident that [Company Name] will continue to thrive under new leadership and will maintain its commitment to serving our community.

Please join me for a farewell gathering on [Date] at [Location/Virtual Link]. It would mean a great deal to me to share this moment with you.

Thank you once again for your support and friendship over the years. I look forward to seeing all the great things that lie ahead for [Company Name] and our community.

Warm regards,

[Your Name]  
CEO, [Company Name]