

Announcement of Retirement

Dear Team,

I hope this message finds you well. It is with mixed emotions that I announce my retirement as CEO of [Company Name], effective [Retirement Date]. After [number] years of service, it is time for me to step down and allow for new leadership to guide the company into its next chapter.

Serving as your CEO has been one of the most rewarding experiences of my life. I am proud of what we have accomplished together and grateful for the dedication and hard work each of you has contributed to our success.

In the coming weeks, [Company Name] will begin the process of finding my successor. I have full confidence in our leadership team and their ability to continue our mission and drive the company forward.

Thank you for your support and commitment. I look forward to seeing all of the amazing things you will accomplish in the future.

Warmest regards,

[CEO Name]
CEO, [Company Name]