

Retirement Announcement

Dear [Industry Peers/Colleagues],

I hope this message finds you well. It is with a mix of emotions that I announce my retirement as the CEO of [Company Name] effective [Retirement Date]. After [Number] years of dedicated service, I have decided to step down and embark on a new chapter of my life.

Throughout my tenure, I have been immensely proud to work alongside such talented individuals and passionate innovators in our industry. Together, we have achieved significant milestones that I will cherish forever.

I want to extend my heartfelt gratitude for your support and collaboration over the years. I am confident that [Company Name] will continue to thrive under new leadership, and I look forward to witnessing its future successes.

Thank you once again for everything. I hope to stay in touch and wish you all the best in your endeavors.

Warm regards,

[Your Name]
CEO, [Company Name]