

CEO Retirement Announcement

Date: [Insert Date]

Dear [Investor's Name/Valued Investors],

I am writing to inform you about a significant transition within our leadership team. After [number] years of dedicated service, I, [CEO's Name], will be retiring from my position as CEO of [Company Name], effective [Retirement Date].

It has been a tremendous honor to lead this company and work alongside such talented individuals. Together, we have achieved remarkable milestones and set the foundation for future growth. I am proud of what we have accomplished and confident that the company is well-positioned for continued success.

To ensure a smooth transition, [Company Name]'s Board of Directors has appointed [Incoming CEO's Name] as the next CEO. [He/She/They] brings [brief background of incoming CEO] and is committed to driving the company forward.

I would like to take this opportunity to thank you for your support and trust over the years. Your partnership has been invaluable, and I am excited for what the future holds for [Company Name].

Should you have any questions or require further information, please feel free to reach out.

Warm regards,

[CEO's Name]

CEO, [Company Name]