

Announcement of Retirement

Dear Valued Stakeholders,

I hope this message finds you well. I am writing to share significant news regarding our leadership at [Company Name]. After [number of years] years of dedicated service, I have made the decision to retire as CEO, effective [retirement date].

It has been an incredible journey leading [Company Name], and I am proud of what we have accomplished together. Our achievements would not have been possible without your support and trust.

As I transition into retirement, I am excited to announce that [Name of Successor] will be taking over as the new CEO. I firmly believe that [he/she/they] will lead our company towards continued success and innovation.

I am grateful for the opportunity to work with such a talented team and engaging stakeholders. Thank you for being a crucial part of our journey. I look forward to following [Company Name]'s future successes.

Warm regards,

[Your Name]
CEO, [Company Name]