

CEO Retirement Announcement

Dear Valued Suppliers,

I hope this message finds you well. I am writing to share some important news regarding our leadership at [Company Name]. After [number] years of dedicated service, I have decided to retire from my position as CEO effective [Retirement Date].

It has been a tremendous honor to work with you and to build lasting relationships that have contributed to our mutual success. As I move into this new chapter of my life, I want to express my heartfelt gratitude for your support and partnership over the years.

[Name of Successor], who has been with [Company Name] for [number] years, will be taking over the role of CEO. I have every confidence that under [his/her/their] leadership, the company will continue to grow and strengthen our partnerships with all of you.

Please feel free to reach out to me or [Name of Successor] if you have any questions or wish to discuss this transition further.

Thank you once again for your continued support. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]
CEO, [Company Name]