

To: All Employees

From: [Name of Sender/CEO]

Date: [Date]

Subject: Retirement Announcement: [Executive Name]

Dear Team,

I am writing to share the news that [Executive Name], our [Job Title], has decided to retire, effective [Date].

During [his/her/their] [Number] years with [Company Name], [Executive Name] has played a critical role in our growth and success. Under [his/her/their] leadership, we have achieved significant milestones, including [Achievement 1] and [Achievement 2]. [His/Her/Their] dedication to our mission and mentorship of the team has left a lasting impact on all of us.

While we are saddened to see such a valued leader depart, we are also incredibly happy for [Executive Name] as [he/she/they] begins this next chapter. We wish [him/her/them] the very best in [his/her/their] retirement.

Regarding the transition, [Plan for Succession/Interim Leadership]. We will provide further updates as we move forward with the search for a permanent successor.

Please join me in thanking [Executive Name] for [his/her/their] years of service and celebrating [his/her/their] remarkable career. We will be hosting a farewell gathering on [Date] at [Location/Time] for those who wish to offer their well wishes in person.

Sincerely,

[Your Name]

[Your Title]

[Company Name]