

To: All Employees

From: [Name of Board Member or Executive]

Date: [Date]

Subject: Retirement Announcement: [Founder's Name]

Dear Team,

I am writing to share the significant news that our founder, [Founder's Name], has decided to retire from [Company Name], effective [Date].

When [Founder's Name] started this company in [Year], it began as a small vision to [mention original goal or mission]. Over the past [Number] years, that vision has grown into the organization we are today. Under [his/her/their] leadership, we have achieved [mention 1-2 key milestones or successes].

[Founder's Name] has not only been the architect of our business but also the heart of our company culture. [His/Her/Their] dedication to [mention a core value, e.g., innovation or integrity] has set the standard for all of us.

While we will miss [Founder's Name]'s daily presence and guidance, we are pleased to announce that [Name] will be stepping into the role of [New Title/Role] to ensure a smooth transition. [Founder's Name] will also remain involved as [mention any advisory role or "a consultant"] during the coming months.

We will be holding a gathering to celebrate [Founder's Name]'s legacy on [Date] at [Time] in [Location/Link]. We hope you can join us to express our gratitude for [his/her/their] years of service.

Please join me in wishing [Founder's Name] a very happy and well-deserved retirement.

Best regards,

[Signature Name]

[Title]

[Company Name]