Dear Team,

It is with a mix of emotions that I write to share the news of my upcoming retirement. My final day as Chief Executive Officer will be [Date].

Serving as the CEO of [Company Name] for the past [Number] years has been the greatest honor of my professional life. When I first joined this organization, I was inspired by its mission, but it is the people here who have truly defined my experience.

I am incredibly proud of what we have achieved together. From [Mention major achievement or milestone] to [Mention another milestone], your hard work, creativity, and dedication have been the driving forces behind our success.

I want to thank each of you for your support and for the passion you bring to work every day. I am confident that the leadership team and all of you will continue to take [Company Name] to even greater heights.

In the coming weeks, I look forward to connecting with as many of you as possible to express my gratitude personally. Following my departure, [Name of Successor or Interim] will lead the organization, and I know they will have your full support during this transition.

Thank you for being part of this remarkable journey. I wish you and the company nothing but the best for the future.

Sincerely,

[Your Name]
Chief Executive Officer
[Company Name]