

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the email address]

[Mention the date]

Subject- CEO resignation letter

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient]

I'm writing to formally inform [Mention the business name] of my retirement from the position of [Mention the job title]. [Mention the Weekday, Month, and Day of Your Last Day] will be my last day. I've chosen to retire owing to [Mention the cause for resignation] after giving it some thought.

I appreciate the chance to work for [Mention the business name] again for the past [Mention the number of years that you have worked there]. I've liked [Mention the activities you enjoyed performing at work] during my time here. I gained [Mention the knowledge gained from the position], all of which will be useful to me in any future undertakings.

I am appreciative of the opportunity I was given and the worthwhile experience I gained throughout my [Mention the number of years] of employment at [Mention the company]. Working with such creative and supportive coworkers has been wonderful. I was able to advance professionally and personally throughout my time at [Mention the company], which I am confident will help me in my future pursuits.

If I can assist with the changeover process, just let me know. I'll use every effort to do my tasks and, if necessary, train others. I intend to keep in touch going forward and wish you as well as the staff continued success.

Please consider this cake as notice that, effective [Mention the month] [Mention the date], I will be leaving my work with [Mention the specification].

Sincerely,

[Mention the name]

[Mention the profession]

[Mention the contact details].