**[Company Letterhead or Logo]**  
**[Company Name]**  
**[Company Address]**  
**[City, State, ZIP Code]**  
**[Phone Number] | [Email] | [Website]**

**Date:** June 19, 2025

**To:** All Employees and Stakeholders  
**From:** Office of the Chief Executive Officer  
**Subject:** Executive Departure Announcement – Mr. Richard Allen, Chief Operating Officer

**Dear Team, Clients, and Valued Partners,**

This letter has been written to announce the departure of Mr. [name] from the company. He has been a shareholder of the company in the position of CEO to date. He served the company as an Executive Manager in 20XX and then took charge as CEO of the company. He remained CFO of the company board for three months in 20XX. The company saw a boom in investors and stakeholders.

Due to personal reasons and internal problems in the company's administrative structure, we regret to inform you that Mr. [name] is no longer a part of the company. He has resigned from not only the position of Chief Executive Officer of the company but also the shareholder group. He will no longer be in service at the company.

To our clients, we have sent an email to inform you of the departure of our reverend CEO. Moreover, we have attached a notification on our official website for bidders, recruiters, and tendering companies. The information should be given to the media for the business evaluation page.

As you know, we strongly believe in the transparency and acknowledgement of whatever is happening inside. At the same time, we avoid any external interference in the company's internal structure. Therefore, we request that you refrain from answering any related queries from the media or other business groups. Any confidence break can cause direct termination or demotion from the working scale.

We regard you as our asset and the spine of the company's working status. Any influence of the executive's departure on the work should be borne with resilience and exemplary conduct. Stay focused on your position and keep the company shining with your hard work.

Thanks.

Warm regards,  
**[Signature]**  
**Jonathan Reed**  
Chief Executive Officer