[NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Founder Resignation**

Dear [Stakeholder’s Name/Valued Stakeholders],

I am writing to inform you of a significant change in the leadership of [COMPANY NAME]. As of [EFFECTIVE DATE], [FOUNDER’S NAME] has made the decision to step down from their role as [*Title, e.g., CEO, Co-Founder, etc.*] to pursue new opportunities and personal endeavors.

**Acknowledging Contributions**:

Since founding [COMPANY NAME] in [YEAR], [FOUNDER’S NAME] has been instrumental in building the foundation of our company and leading us through many key milestones, including [*specific achievements, e.g., “securing initial funding,” “launching our first product,” or “establishing critical partnerships”*]. Their vision and dedication have left an indelible mark on the company, and we are profoundly grateful for their contributions.

**Transition Plan**:

To ensure a smooth transition, the leadership team has already initiated a robust succession plan. [New Leader’s Name/Interim Leader’s Name], who currently serves as [CURRENT ROLE], will take on the responsibilities of [FOUNDER’S NAME] effective immediately. We are confident in their ability to lead [COMPANY NAME] through its next phase of growth and innovation.

**Continuing the Mission**:

While this marks the end of an era, [COMPANY NAME] remains steadfast in our mission to [*state company mission or goal*]. Our commitment to delivering value to our stakeholders and customers remains unwavering, and we are excited about the opportunities ahead.

**Next Steps**:

If you have any questions or would like to discuss this leadership change further, please feel free to contact [Name, Title] at [Email Address/Phone Number].

We appreciate your ongoing support during this transition and look forward to continuing our strong partnership with you.

Yours sincerely,

[NAME]

[TITLE/POSITION]