

Certainly! Here's a simple example:

---

Hello Team,

I wanted to take a moment to share some important news. As you may have heard, [Executive's Name] will be leaving us to pursue an exciting new opportunity. While we are sad to see them go, we also want to celebrate their incredible contributions and the impact they have made on our team. During their time here, [Executive's Name] has led us through numerous successes and challenges, always with unwavering dedication and support. Their leadership and vision have been instrumental in helping us reach our goals, and we are truly grateful for their guidance and commitment. As we transition, please know that we remain committed to maintaining the momentum and spirit that [Executive's Name] has cultivated. We have a strong team in place, and I am confident in our ability to continue driving success.

Let's join together in wishing [Executive's Name] all the best in their new endeavor. We know they will bring the same passion and excellence to their next role. Thank you, [Executive's Name], for everything.

Please feel free to reach out if you have any questions or would like to share your own good wishes.

Thank you all for your continued hard work and support.

Best regards,

[Your Name]