

Faculty Retirement Notice

Date: [Insert Date]

Dear [Department/College Name] Faculty and Staff,

We are writing to inform you that [Faculty Member's Name], who has served as [Position/Title] in the [Department/College Name] for [number] years, will be retiring effective [Retirement Date]. Over the years, [he/she/they] has made significant contributions to our institution and has positively impacted the lives of countless students and colleagues.

We invite you to join us for a farewell gathering on [Date of Gathering] at [Location] from [Start Time] to [End Time] to celebrate [his/her/their] accomplishments and to wish [him/her/them] well in retirement.

Thank you, [Faculty Member's Name], for your dedication and service. You will be greatly missed.

Sincerely,

[Your Name]

[Your Position]

[Department/College Name]