

Official Retirement Announcement

Date: [Insert Date]

Dear [Faculty/Staff/Students],

We are writing to officially announce the retirement of [Faculty Member's Name], who has dedicated [Number] years of service to [Institution/Department]. [He/She/They] will be retiring effective [Retirement Date].

Throughout [his/her/their] career, [Faculty Member's Name] has made significant contributions to [mention specific contributions or achievements]. [His/Her/Their] commitment to excellence and passion for education have inspired many students and colleagues alike.

Please join us in celebrating [Faculty Member's Name]'s career during a retirement party on [Date of Celebration] at [Location]. We encourage everyone to come and share memories and best wishes for [his/her/their] next chapter.

We wish [Faculty Member's Name] all the best in [his/her/their] retirement and thank [him/her/them] for [his/her/their] invaluable service to our institution.

Sincerely,

[Your Name]

[Your Title]

[Institution/Department]