

Retirement Announcement

Dear Colleagues,

It is with mixed emotions that we announce the retirement of Professor [Full Name], who has been a distinguished member of our faculty for [number] years. Professor [Last Name] has made significant contributions to [specific field or department], and their dedication to teaching and research has inspired countless students and colleagues alike.

Professor [Last Name] will officially retire on [retirement date]. We will celebrate their remarkable career and contributions with a farewell gathering on [date of gathering] at [venue/location]. We invite you to join us as we honor their legacy and share our memories.

We thank Professor [Last Name] for their years of service, mentorship, and leadership. Their presence will be greatly missed, but their impact will continue to resonate within our institution.

Warmest regards,

[Your Name]

[Your Position]

[Department/Office]

[Contact Information]