

# Retirement Announcement

Dear [Department Name] Faculty and Staff,

It is with mixed emotions that we announce the retirement of our esteemed colleague, **[Retiree's Name]**, who will be retiring at the end of [Month, Year].

For [number] years, [Retiree's Name] has been an invaluable part of our department, contributing to [briefly describe contributions or accomplishments]. Their dedication to teaching, research, and mentorship has left a lasting impact on both students and faculty alike.

We invite you to join us in celebrating [Retiree's Name]'s career and contributions at a retirement party on [date] at [time], to be held at [location]. This will be an opportunity to reflect on cherished memories and express our gratitude.

We wish [Retiree's Name] all the best in this new chapter of life and thank them for their years of service and commitment.

Sincerely,  
[Your Name]  
[Your Position]  
[Department Name]