

Faculty Retirement Announcement

Dear Valued Alumni,

We hope this message finds you well. We are writing to inform you that **Professor [Full Name]** will be retiring from their position at **[Department/College Name]**, effective **[Retirement Date]**.

Professor [Last Name] has dedicated over **[Number of Years]** years to education and has greatly impacted the lives of countless students. Their commitment to excellence in teaching and research has made a lasting impression on our community.

We invite you to join us in celebrating Professor [Last Name]'s remarkable career. A retirement reception will be held on **[Date and Time]** at **[Location]**. This will be a wonderful opportunity to express your gratitude and share cherished memories.

Thank you for your continued support of our faculty and alumni community. We look forward to seeing you at the reception as we honor Professor [Last Name]'s impressive legacy.

Warm regards,

[Your Name]

[Your Title]

[University/College Name]

[Contact Information]