

# Retirement Announcement

Dear [College/University Name] Community,

We are writing to inform you of the upcoming retirement of our esteemed colleague, **Professor [Name]**, who has dedicated [number] years of service to our institution. Professor [Last Name] has been an integral part of the [Department Name] and has profoundly influenced the lives of countless students and faculty members.

To honor Professor [Last Name], we invite you to join us for a commemorative program on [Date] at [Time] in [Location]. This will be an opportunity to celebrate their remarkable career, share cherished memories, and express our gratitude for their significant contributions to our community.

Please RSVP by [RSVP Date] to [Contact Information]. We hope to see you there as we bid farewell to a true luminary of [College/University Name].

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[College/University Name]