

Faculty Retirement Announcement

Dear Faculty, Staff, and Students,

It is with mixed emotions that we announce the retirement of **Dr. [Full Name]**, who has been an esteemed member of our faculty for [number] years. Throughout their tenure, Dr. [Last Name] has made incredible contributions to our department and has profoundly impacted many students' lives.

As we celebrate Dr. [Last Name]'s remarkable career, we invite you to join us for a formal gathering in their honor:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

Please come prepared to share your memories and appreciation for Dr. [Last Name]'s dedication and service. Let us extend our gratitude for their years of hard work and passion in shaping the future leaders of our field.

Sincerely,
[Your Name]
[Your Title]
[Your Institution]