

# Faculty Retirement Announcement

Dear Colleagues and Students,

We are excited to announce the retirement of **Professor [First Name Last Name]**, who has dedicated [Number] years of service to our institution. As a remarkable educator and mentor, Professor [Last Name] has profoundly impacted the lives of countless students and faculty members.

To celebrate Professor [Last Name]'s remarkable career and contributions, we will be holding a retirement celebration on:

**Date:** [Date of Celebration]

**Time:** [Time of Celebration]

**Location:** [Venue or Room Name]

Join us as we gather to honor Professor [Last Name] and share memories, stories, and heartfelt good wishes as they embark on this new chapter of life.

Please RSVP by [RSVP Date] to [Contact Information]. We look forward to celebrating together!

Warm regards,

[Your Name]

[Your Position]

[Department/School Name]