

Dear Students,

We hope this message finds you well as we prepare for another exciting academic year. It is with mixed emotions that we announce the retirement of our esteemed faculty member, **Professor [Name]**, who will be retiring at the end of this semester.

Professor [Name] has been a cherished part of our university community for [number] years, dedicating their life to teaching, mentoring, and inspiring countless students. Their contributions to the [Department Name] and the broader academic community have left an indelible mark.

Please join us for a farewell gathering on [Date] at [Time] in [Location], where we will celebrate Professor [Name]'s remarkable career and express our gratitude for their years of service.

As you embark on your educational journey this year, we encourage you to take inspiration from Professor [Name]'s passion for learning and commitment to excellence.

Thank you for your attention, and we look forward to seeing you at the farewell event!

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