

Faculty Retirement Announcement

Dear [University Community/Faculty/Staff],

It is with mixed emotions that we announce the retirement of [**Faculty Member's Name**], who has dedicated over [**Number**] years to the [**Department/School**] at [**University Name**]. Their last working day will be [**Retirement Date**].

Throughout their tenure, [**Faculty Member's Name**] has made significant contributions to both the academic community and their field of expertise, including [**Mention a few key achievements or contributions**].

We invite all faculty, staff, and students to join us for a retirement celebration on [**Date and Time**] at [**Location**]. This will be a wonderful opportunity to honor [**Faculty Member's Name**] and to express our gratitude for their service and dedication.

Please join us in wishing [**Faculty Member's Name**] a fulfilling and enjoyable retirement.

Sincerely,

[**Your Name**]
[**Your Title**]
[**Department/School**]
[**University Name**]