

# Faculty Retirement Resignation Letter

[Your Name]

[Your Position]

[Department Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Department Name]

[Institution Name]

Subject: Formal Retirement Resignation

**Dear [Recipient's Name],**

I am writing to formally announce my retirement from my position as [Your Position] in the [Department Name] at [Institution Name], effective [Last Working Date]. After [number of years] of fulfilling service in the academic field, I believe it is the right time for me to retire.

I am grateful for the opportunities for professional growth, collaboration, and teaching that [Institution Name] has provided me over the years. It has been an honor to contribute to the academic success of students and the institution as a whole.

I am committed to assisting with any transitional arrangements, including mentoring a successor or completing pending tasks, to ensure a smooth transition.

Thank you once again for the support and camaraderie I have experienced during my tenure here.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]