horizontal line**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]