

SAMPLE RETIREMENT LETTER – TEMPORARY FACULTY EMPLOYEE

(DEPARTMENT/SCHOOL LETTERHEAD)

DATE

TO: (NAME OF DEAN)
College

VIA: (NAME OF CHAIR OR DIRECTOR), Chair /Director
Name of Department/School

FROM: (NAME OF TEMPORARY FACULTY EMPLOYEE)
(DEPARTMENT/SCHOOL)

This is to inform you of my intention to retire effective (DATE).

c: Joanna Brooks, Associate Vice President for Faculty Advancement