

SAMPLE RETIREMENT LETTER FOR TENURE-TRACK FACULTY

(DEPARTMENT/SCHOOL LETTERHEAD)

DATE

TO: Stephen L. Weber
President

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

(NAME OF DEAN), Dean
College of (NAME OF COLLEGE)

Bonnie Zimmerman, Associate Vice President
Office of Faculty Affairs

FROM: (NAME OF TENURE-TRACK FACULTY EMPLOYEE)
(DEPARTMENT/SCHOOL)
Red ID: _____

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

NOTE: Faculty member, Dean of College, and Dept. Chair/Director must sign letter before it is sent to Faculty Affairs.

Revised 03/2007