

### **Resignation and Retirement Letter**

[Date]

Chair  
Department

Dear Chair :

Please be advised that as of today=s date, I hereby voluntarily commit to resign and retire from employment with the Department of \_\_\_\_\_, University of Maryland, College Park. My resignation will be effective \_\_\_\_\_ and my retirement will be effective \_\_\_\_\_. I understand that upon acceptance of this resignation and retirement by the University, I have entered into a binding agreement with the University to resign from University employment and to retire on the above stated dates.

Very truly yours,

[Faculty Member]

Accepted:

University of Maryland, College Park

\_\_\_\_\_  
By: [Chair ]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
By: [Dean ]

\_\_\_\_\_  
[Date]

cc. Associate Provost for Faculty Affairs