(On Department Letter Head)

[Date]

[Faculty Name]

[Title]

[University]

[Address]

Dear \_\_\_\_\_\_\_\_\_,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the Department of \_\_\_\_\_\_\_\_\_\_\_ hereby retire from my full-time faculty position at Johns Hopkins University School of Medicine effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[Feel free to make any additional comments or appropriate personal statements here. If applying for Emeritus status, state your intention and include your curriculum vitae]

Should you have any questions, please do not hesitate to contact me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name/signature)

cc: Department HR Office