

(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 Indiana 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