**RETIREMENT LETTER OF RESIGNATION**

October 18, 20XX

James Madison, PhD

Department Chair

History Department

Coronado College

143 Broadway

Coronado, CO 34134

Dear Dr. Madison:

I would like to inform you that I am officially resigning from my faculty position at Coronado College, effective December 1, 20XX. Working here has been such a wonderful experience, and I will cherish the memories forever.

Life is fleeting, so I have decided to retire and leave the workforce so I can enjoy watching my grandchildren grow up. I have worked at Coronado College for over 20 years, and although those were some of the best years of my life, I am looking forward to the next chapter.

I want to personally thank you for the many opportunities you have given me over the years. I have grown personally and professionally and am very pleased with the work I have done, the students I have been privileged to work with, and the departmental and institutional changes I have helped to effect. I have thoroughly enjoyed my time with my coworkers and superiors, and I do hope that we will all keep in touch.

If I can be of any help during this transitional time, please let me know. Thank you again for your understanding, and I wish you all the best.

Sincerely,

Signature (hard copy letter)

Marjorie Dolan