**Resignation and Retirement Letter**

[For joint appointments, include the appropriate additional signatures below]

[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 [date\*] and my retirement will be effective [day after resignation\*]. 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,

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

Accepted:

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

Chair Date

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

Dean Date

cc. Associate Provost for Faculty Affairs

\*The faculty member’s retirement date is recommended to be the first of the month. Hence the resignation date is typically the final date of the previous month.