Below is sample letter you may wish to use in composing your personal letter to the President regarding your **retirement**. Please note that the letter should be copied to the list of individuals at the bottom of the letter to ensure proper processing. If you have questions, please email the Office of Faculty Affairs (facultyaffairs@mail.fresnostate.edu)

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**<date>**

Dr. Saúl Jiménez-Sandoval

President

California State University Fresno

5200 Barton Avenue, MS / ML48

Fresno, CA 93740-8027

Dear President Jiménez-Sandoval:

At this time, it is my intention to retire from university service. My last active semester teaching will be Spring 2023. I will work with the Benefits Office to select my actual retirement date. I do not intend to enter the Faculty Early Retirement Program.

***Optional reflection on time while serving at Fresno State such as highlights, students, research, or other service.***

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

Sincerely,

Dr. <name>

<rank> of <department>

c: Xuanning Fu, Provost and Vice President for Academic Affairs

 <name>, Dean, College of \_\_\_\_\_\_\_\_

 <name>, Chair, Department of \_\_\_\_\_\_\_\_

 Office of Faculty Affairs (by email to facultyaffairs@mail.fresnostate.edu)

 Sarah Confer, Benefits Office (email to sarahconfer@mail.fresnostate.edu)