

<Today’s Date>

<Supervisor Name>

Title

Department

Address

Dear <Supervisor Name>,

I am writing to notify you that I will be retiring from Wayne State University on <date> and my last date of employment will be <date>.

Sincerely,

<Signature>

<Your Name>  
Title  
Department  
Address  
Phone Number

Cc: Benefits & Wellness

Division of Human Resources

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Suite 3638

Detroit, MI 48202

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