

<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

5700 Cass Ave

Suite 3638

Detroit, MI 48202

askhr@wayne.edu

313-577-3000