Below is a sample you may wish to use in composing your personal letter to the President regarding your entry into the Faculty Early Retirement Program. Please note that the letter should be copies (cc) 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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**SAMPLE FERP LETTER**

<date>

Dr. Saúl Jiménez-Sandoval

Interim President

California State University, Fresno

5200 N, Barton Avenue M/S TA 48

Fresno, CA 93740

Dear President Jiménez-Sandoval:

I have decided to separate and retire from university service. My last active semester teaching will be Spring 2024. I will work with the Benefits Office to select my actual retirement date. I plan on participating in the **Faculty Early Retirement Program** beginning with the 2024-2025 academic year as a faculty member in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have spoken with my department chair and the dean. I would like to work during the ***(Select one: Fall Term; Spring Term; academic year.)***

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

I feel that the time has come to begin the transition into retirement.

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

Sincerely,

Dr. <name>

<rank> of <department>

c: Xuanning Fu, Interim 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 (by email to sarahconfer@mail.fresnostate.edu)