Letter of Intent to Retire

Beginning Your Transition

Retirement is one of life's big transitions. When you feel like your time at Baylor is coming to a close, one of the important next steps is having a conversation with your supervisor, Department Chair, and/or Dean about your retirement plans. Having a conversation about retirement allows the department to begin planning for next steps and begin the recruiting process for your successor.

Retirement is a personal and unique transition for everyone and formulating your thoughts of how to inform colleagues can be challenging. There are a few components that should be included in your letter of intent to retire. You can read more about these items below.

Components to Include

**Intended Date of Retirement**

You should give the specific date of your intended last day of work at the University. Baylor faculty members can read about the faculty retirement planning program [here](#).

**Formal Notice**

Your letter of intent to retire is a formal notice that should also be sent to HR to begin conversations about Baylor's retirement benefits. Baylor HR is located at Clifton Robinson Tower on the second floor in Suite 200.

**Transition Information**

In some cases, you may wish to remain available to work in a part-time capacity after you retire. You may also indicate that you can be available to help train the new hire and help ensure a smooth transition for the department. These kinds of considerations vary by department and should be discussed in person with your supervisor and/or department chair.