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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Date)

Julie A. Briggs  
SUNY Geneseo  
1 College Circle  
Doty Hall 318  
Geneseo, New York 14454

Dear Ms. Briggs:

This letter is to serve as official notification of my intent to resign from my position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at SUNY Geneseo. I understand this resignation is irrevocable.

My resignation shall be effective with the beginning of business on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.   
 (Date)

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Print Name and Sign)

cc: Supervisor  
 Cabinet-level Administrator  
 Human Resources