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

President Denise A. Battles
SUNY Geneseo
1 College Circle
Doty Hall 318
Geneseo, New York 14454

Dear President Battles:

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 close of business on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
 (Date)

Sincerely,

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

cc: Supervisor
 Cabinet-level Administrator
 Human Resources