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(Date)

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

Dear President Battles:

This letter is to serve as official notification of my intent to resign for the purpose of retirement from my position as       at SUNY Geneseo. I understand this resignation for the purpose of retirement is irrevocable.

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

Sincerely,

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(Print Name and Sign)

cc: Supervisor
 Cabinet-level Administrator
 Human Resources