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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,

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

cc: Supervisor  
 Cabinet-level Administrator  
 Human Resources