****

(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 for the purpose of retirement from my position as <Title> 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
<Effective Date>.

Sincerely,

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

cc: Supervisor
 Cabinet-level Administrator
 Human Resources