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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 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,

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(Print Name and Sign)

cc: Supervisor  
 Cabinet-level Administrator  
 Human Resources