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(Date)

Cabinet-level Administrator
SUNY Geneseo
1 College Circle
Geneseo, New York 14454

Dear      :

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 last day of work (or charge to appropriate earned leave accruals) will be on      , close of business.

 (Date)

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

Sincerely,

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

cc: Supervisor
 Human Resources