[Date]

[President/Provost/VP Name]

[Campus Address]

Dear [President/Provost/VP Name]:

This letter is to serve as official notification of my intent to resign for the purpose of retirement from my position as [your budget title] at Buffalo State College. 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature

Copy: Supervisor/Department Head/Chair

Dean/Director/AVP

Human Resource Management