

(Name & Address)

(Date)

Office of Human Resources
106 Suffolk Circle
123 Knapp Hall
Cobleskill, New York 12043

Subject: Irrevocable Letter of Resignation for Purpose of Retirement

Dear Office of Human Resources,

I, _____, hereby irrevocably resign from my position at SUNY
Cobleskill Ag & Tech effective at the close of business on _____. The
purpose of this resignation is for retirement.

I understand that this resignation is final and cannot be rescinded. I further acknowledge
that I have consulted with Human Resources pertaining to this resignation.

Sincerely,