

Sample Letter – Intent to Retire – Classified

\_\_\_\_\_ {Date}

Office of Human Resources  
208 Netzer Administration Bldg.  
SUNY Oneonta  
Oneonta, NY 13820

Re: Notification to Retire with the 2010 Part A Retirement Incentive Program

This is to officially notify you of my intention to resign from my position as \_\_\_\_\_ {title} in the \_\_\_\_\_ department effective beginning of business \_\_\_\_\_ {retirement date} for the purposes of retiring under the provisions of Chapter 105 of the Laws of 2010, with the appropriate retirement incentive under the terms of that statute. *I understand that this declaration of intent must be filed with the Office of Human Resources at least 21 calendar days prior to the effective date of my retirement. In addition, I must file notice with ERS no later than 14 calendar days prior to the date I intend to retire.*

Sincerely,

\_\_\_\_\_ {Employee Name}

cc: {Supervisor's Name}