

\_\_\_\_\_  
(Today's Date)

Ms. Suzanne J. Doherty  
Director of Human Resources  
Southern Westchester BOCES  
17 Berkley Drive  
Rye Brook, New York 10573

Dear Ms. Doherty:

I hereby tender my letter of resignation from employment by the Board of Cooperative Educational Services of Southern Westchester for the purpose of *(please check one)*:

- New York State Teachers Retirement (TRS)\*
  - For BTA Members Only: Irrevocable notice of retirement per BTA Contract Article XVII – Leaves of Absence (C. 3 - Unused Sick Leave)
- New York State Employees Retirement (ERS)\*
- Medical Board approved disability retirement *(official documentation required)*
- Relocating out of area
- Accepting another job outside of SWBOCES
- Accepting another position within SWBOCES
- Personal Reasons

My last day of employment with the Board of Cooperative Educational Services of Southern Westchester will be \_\_\_\_\_, as \_\_\_\_\_.

(Date)

(Title)

If retiring, my first day into the retirement system will be \_\_\_\_\_.

(Date)

I fully understand that resigning from SWBOCES removes all rights and claims to my former position.

Sincerely yours,

\_\_\_\_\_  
(Employee Signature)

Employee ID# \_\_\_\_\_

Employee Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number  
with area code \_\_\_\_\_

Supervisor \_\_\_\_\_

\* It is the responsibility of the employee to contact the appropriate retirement system in advance of his/her retirement to file a retirement application.

**ALL PROPERTY OF SWBOCES MUST BE RETURNED TO YOUR SUPERVISOR  
BEFORE YOUR LAST DAY OF WORK**