

Request for Retirement/Resignation Form

A resignation letter will be accepted in lieu of this form if your letter contains the information requested below.

(Please print)

Name _____

Current Address _____
Street City State Zip

Phone _____

Campus/Department _____ Position/Grade Level _____

Effective date of separation: _____

Please return this form to your principal/supervisor or provide directly to Human Resources prior to the date you are requesting to retire/resign. You will be contacted by Human Resources to schedule a mandatory exit interview. Educators retiring/resigning during the summer should send this form directly to Human Resources.

Please provide your reason for separation, choosing from the reasons below. **Please circle one.** Educators must provide a detailed explanation if your request for separation does not fulfill your employment contract obligation.

- 1. Personal
- 2. Another career
- 3. Moving from the area
- 4. Another school district – Please provide new school district name _____
- 5. Retirement with TX Teacher Retirement System (TRS)

Employee Signature

Date

Principal or Human Resources Signature

Date

FORWARD COMPLETED ORIGINAL TO HUMAN RESOURCES

Date received in Human Resources _____ Staff Signature _____

Notes _____