



## GONZALES INDEPENDENT SCHOOL DISTRICT

Human Resources Department

# Employee Resignation / Retirement Form

*(Please print, complete, sign, and submit to your immediate supervisor.)*

Please follow the instructions in the "Employee Section" below to notify Gonzales ISD of your resignation and/or retirement. **This completed document must accompany your required letter of resignation from Gonzales ISD.** Upon acceptance of this resignation and/or retirement by the GISD Superintendent, you will be contacted with any additional instructions. **(Please print, complete, sign, and submit to your immediate supervisor.)**

### EMPLOYEE SECTION:

**Please print, complete, sign, and submit to immediate supervisor.**

Last Name:	First Name:	Middle Initial:
Campus/Dept:	Position:	Phone:
Check the appropriate box:  <input type="checkbox"/> I <b>will complete</b> my contract / assignment for the current school year. <input type="checkbox"/> I <b>have completed</b> my contract / assignment for the current school year. <input type="checkbox"/> I <b>will not be able to complete</b> my contract / assignment for the current school year.		Forwarding / New Address:  _____ _____ _____
		<b>Last Date to Work:</b>
Reason for Resignation (check the most appropriate option):  <input type="checkbox"/> Retirement through TRS (Texas Teacher Retirement System)  <input type="checkbox"/> Lateral move to another school district  <input type="checkbox"/> Promotion to another school district  <input type="checkbox"/> Family / personal obligation  <input type="checkbox"/> Relocation / job transfer  <input type="checkbox"/> Pursuit of career outside of education  <input type="checkbox"/> Other: (please note reason) _____		
Signature:	Printed Name:	Date:

### FOR HUMAN RESOURCES ONLY

Date Received in Human Resources Department:	Human Resources Representative:
Accepted by Superintendent:	Date: