



# Employee Resignation Form

**DO NOT COMPLETE THIS FORM IF YOU HAVE ALREADY SUBMITTED A RESIGNATION LETTER.**

Please complete, print, sign, and send to Human Resources to notify Katy ISD of your resignation. Upon acceptance of this resignation, you will be contacted by a Human Resources representative for additional instructions via your *Katy ISD email*.

<b>EMPLOYEE SECTION:</b>		
Last Name:	First Name:	Katy ISD ID #:
Campus / Department:	Position Title / Subject / Grade:	Social Security # (last 4 Digits only):
Check One: <input type="checkbox"/> Fulfilling contract/assignment <input type="checkbox"/> Breaking contract/assignment		Last Date to Work: <input type="checkbox"/> Working Summer School
<b><u>Reason for Resignation (check all that apply):</u></b> <input type="checkbox"/> Resigning Paraprofessional position to accept teaching position with KISD <input type="checkbox"/> Retire through TRS <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: (note reason) _____		
<b><u>W – 2 Form:</u></b> Mail to (Address): _____		
Signature:		Date:

<b>FOR HUMAN RESOURCES USE ONLY:</b>	
Date Received in Human Resources:	
Accepted by Human Resources Representative:	Date Accepted: