



# Employee Resignation Form

*(Please complete, print, sign, and send to Human Resources)*

Please follow the instructions in the “Employee Section” below to notify Bay City ISD of your resignation. **It is not necessary to present an additional document/letter.** Upon acceptance of this resignation by the Superintendent, you will be contacted by a Human Resources representative for additional instructions. (Please complete, print, sign, and send to Human Resources.)

EMPLOYEE SECTION: Please complete, print, sign, and send to Human Resources.		
Last Name:	First Name:	Bay City ISD ID #
Campus/Dept:	Position:	Last 4 Digits Social Security #
Check One: <input type="checkbox"/> Fulfilling contract/assignment <input type="checkbox"/> Breaking contract/assignment		Last Date to Work:
Reason for Resignation (check one): <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) _____		
Signature:		Date:
Email:		
Principal/Supervisor Signature:		Date:

FOR HUMAN RESOURCES USE ONLY	
Date Received in HR:	
Accepted by Human Resources Representative:	Date Accepted: