



Human Resources Department

Taylor ISD Administration Building

3101 N. Main, Suite 104

Taylor, TX 76574

512-365-1391

NOTICE OF INTENT TO RESIGN OR RETIRE

Please give this form to your Principal/Supervisor

This form may be used in lieu of submitting a formal letter of resignation/retirement.

Name _____

Address _____

City/State/Zip _____

Phone _____

Personal
Email Address _____

Position _____

School/Dept. _____

THIS IS MY NOTICE TO (Check one)

Resign

Retire

LAST WORKDAY _____

REASON

FORWARDING
ADDRESS _____

Signature of Employee

Date

APPROVED BY:

Immediate Supervisor

Date

CO Approval

Date