



SOCORRO INDEPENDENT SCHOOL DISTRICT

Notice of Voluntary Resignation/Retirement

DFE: Termination of Employment - Resignation

Name: (Last, First, Middle Initial)		Employee Number	
Address:	City	State	Zip Code
Home Telephone	Cell Telephone	Campus/Department	
Position			
Last Day of Employment:			
FOR NON EXEMPT EMPLOYEES			
Do you have any compensatory time that you have not used? If so, how many hours? _____			

Separation Reason:

- | | | |
|---|---|---|
| <input type="checkbox"/> Continuing Education/
Continuar con Educación | <input type="checkbox"/> Accept New Job within SISD/
Acepto nueva posición en SISD | <input type="checkbox"/> Pursue Alternative Career/
Continuar con Nueva Carrera |
| <input type="checkbox"/> Move Out of Area/
Mudanza Fuera de la Area | <input type="checkbox"/> Accept New Job/
Acepto Nuevo Trabajo | <input type="checkbox"/> Family Necessity/
Razones de Familia |
| <input type="checkbox"/> Dissatisfied with Job/
Insatisfecho con el Trabajo | <input type="checkbox"/> Health Reasons/
Razones de Salud | <input type="checkbox"/> Retirement *Please note if you select retirement you must call the Payroll office at 937-4333 for guidance*
Retiro *Si usted selecciona esta opción por favor de llamar a la oficina de Payroll al 937-4333 para mas información* |
| <input type="checkbox"/> Other (Please Specify)/
Otro (Por Favor de Especificar) | <input type="checkbox"/> Transportation/
Transportación | |

I understand that my resignation is voluntary and following acceptance from the Department of Human Resources cannot be revoked./ Entiendo que mi resignación es voluntaria. Cuando el Departamento de Recursos Humanos acepte la resignación, ya no se podrá revocar.

Employee's Signature/Firma de Empleado _____

Date/Fecha _____

CAMPUS/DEPT. USE ONLY

Print Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

HR USE ONLY

Received in Human Resources by: _____ on: _____

Exit Interview on: _____ by: _____

Human Resources Director: _____ on: _____

Accepted by Superintendent/Designee: _____ on: _____