

**Marlin Independent School District
Retirement/Resignation Form (Contract Employee)**

Name: _____ Today's Date: _____

Current Position: _____ Employee ID _____

Proposed Final Employment Date: _____ Is this resignation in order to retire? ☐ Yes ☐ No

Supervisor / Administrator: _____ Department / Campus: _____

Reason for Leaving the District _____

All retirements will have an "in person" exit interview scheduled. If you are not retiring but would like to meet concerning your resignation, please call 254.252.0983 to set up an appointment.

It is expected that contractual obligations are met. Documentation to support a resignation/retirement effective prior to the completion of a contract may be attached. A verified relocation or medical issues beyond the scope of district policies and benefits are the only two mitigating factors for employee initiated mid-contract resignations/retirements. Acceptance of an early resignation or retirement unrelated to a relocation or medical circumstances is contingent upon hiring a suitable replacement. A resignation may be accepted during contract and outside the scope of these criteria when desired or initiated by the district.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

District Use Only Below

Date Form received: _____

Human Resources Approval: _____ Date: _____