TSD EMPLOYEE RESIGNATION

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

Please follow the instructions in the "Employee Section" below to notify TSD of your resignation. **It is not necessary to present an additional document/letter.** Upon acceptance of this resignation by the Director of Human Resources, 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:	Thompson School District ID #
Campus/Dept:	Position:	Last 4 Digits Social Security #
Check One: ☐ Fulfilling contract/assignment ☐ Breaking contract/assignment		Last Date to Work:
Reason for Resignation (check one): ☐ Retire through PERA ☐ Lateral move to another school district ☐ Promotion to another school district ☐ Family/personal obligation ☐ Relocation/job transfer ☐ Pursuit of career outside of education ☐ Other: (note reason) _____		
Signature:		Date:
Supervisor's Signature:		Date:

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

EXIT REPORT

Top portion only to be completed by employee.				
Last Name	**First Name**		**Middle Name**	
Mailing Address (records will be mailed to this address)		**City**	**State**	**Zip**
Phone #	**Employee ID #**	**Personal E-mail Address:**		
Job Title		**Location**	**Last Day of Work**	
Reason for Leaving				
Employee Signature		**Last 4 digits of Social Security #** **xxx-xx-** _____ _____ _____ _____		

If you have additional comments or concerns that you wish to discuss, please check here: ☐
A representative from Human Resources will contact you as soon as possible.

STOP HERE PLEASE!

Bottom portion to be completed by Thompson School District Human Resources Department only.

TSD Service Record: _____
☐ Original ☐ Copy

☐ Pick Up Date: _____
☐ Mail Date: _____
☐ I/O Mail Date: _____

Reason for termination:

- ☐ Employee voluntarily resigned/quit
- ☐ Employee laid off due to lack of work
- ☐ Employee was dismissed for misconduct or other good cause
- ☐ Other: _____

Is employee eligible for rehire: ☐ Yes ☐ Yes, as a retiree ☐ No

If separation was voluntary, was adequate notice given? ☐ Yes ☐ No

If employee was dismissed for misconduct or other good cause, explain:

_____ _____
Human Resources Department Representative Signature Date



REFERENCE RELEASE FOR EMPLOYEE

I authorize Thompson School District, as my current or former employer, to respond to any reference inquiry by a prospective employer produced by my applying for employment by supplying information about my employment, including but not limited to, my job performance, job history, and the reason for my separation from Thompson School District.

I agree to hold harmless Thompson School District, its employees, agents and officials from all loss, costs, damage, injury, liability, claims and causes of action whatsoever, arising out of or related to providing this information to prospective employers.

_____

Employee Name (please print)

_____ _____

Employee Signature Date