

**WILLIS ISD**



Willis Independent School District

Resignation Form

<b>Name:</b> _____
<b>Employee Number:</b> _____ <b>Campus:</b> _____
<b>Mailing Address:</b> _____
<b>City, State Zip:</b> _____
<b>Email Address:</b> _____

I, \_\_\_\_\_, wish to resign my  
Print Full Name

\_\_\_\_\_ position with  
Print Job Title

Willis Independent School District effective \_\_\_\_\_.  
\*Last Day of Work

<b>*Will you complete your calendar for this school year?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
--

My reason for resigning is:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approved by HR:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date