



# TEXARKANA

Independent School District

## RESIGNATION FORM

Employee Number: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, wish to resign my position as  
*(Print Full Name)*

\_\_\_\_\_ at \_\_\_\_\_  
*(Print Job Title)* *(Campus/Department)*

with Texarkana Independent School District, effective \_\_\_\_\_.  
*(Last Day of Work)*

My reason for resigning is:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**After filling out this resignation form, please print, sign and submit it to your supervisor and send a copy to Human Resources Department located at 2208 Kennedy Lane, Texarkana, Texas 75503. Phone 903.794.8473 - Fax 903.791.2995**



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### ***Resignation Information***

- Employees should advise their supervisor/principal of their intent to resign at least two weeks prior to the date of resignation.
- Employees who fail to give a minimum of two weeks' notice of resignation may be considered ineligible for re-employment at a future date.
- Employees under contract with Texarkana ISD are required to fulfill their entire contract term.
- Employees should schedule an exit interview appointment with their supervisor/principal during their last week of employment.

### ***Teacher Retirement Funds***

- Employees who separate from service may choose what to do with their retirement deposits:
  - Employees may elect to keep their teacher retirement deposits in the TRS fund.
  - Employees may elect to withdraw their teacher retirement funds. Please be advised that 20% of the taxable amount of the refund will be withheld for federal income taxes.  
(PROVIDED THE AMOUNT IS GREATER THAN \$200.00)
  - Employees may elect to have all or a portion of the TRS accumulated contributions rolled over into an eligible retirement plan. TRS will provide an additional form if this option is selected.

***Employees should contact the Teacher Retirement System (TRS) at 1-800-223-8778 for more information.***

### ***Retirement Information***

- Employees considering retirement should confer with a representative of TRS concerning TRS eligibility regulations and application procedures. Please call 1.800.223.8778 to speak with a representative or visit the TRS website at [www.trs.state.tx.us](http://www.trs.state.tx.us).
- Employees should notify the Human Resources Office of their intent to retire by calling 903.794.8473.
- Employees must also contact Amy Nix, Chief Human Resources Officer, in the TISD HR Office at extension 2556 for district information retirement details.