



Telephone (956) 969-6619  
Fax (956) 969-6932

# Weslaco Independent School District Human Resources Department

*Janie D. Ybarra-Rodriguez, Assistant Superintendent for Human Resources*  
319 West 4<sup>th</sup> Street  
P.O. Box 266  
Weslaco, TX 78599-0266



**Dr. Richard Rivera**  
Superintendent of Schools

## RESIGNATION/RETIREMENT LETTER

EMPLOYEE NAME: \_\_\_\_\_ SSN/EMPLOYEE ID: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

DEPT. / CAMPUS: \_\_\_\_\_

I, \_\_\_\_\_, do hereby  resign /  retire from my  
position as \_\_\_\_\_ with the Weslaco Independent School District.  
My last day of employment will be \_\_\_\_\_.

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE