

**WILLIS ISD**



Willis Independent School District

Resignation Form

**Name:** \_\_\_\_\_  
**Employee Number:** \_\_\_\_\_ **Campus:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**City, State Zip:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

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

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

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

**\*Will you complete your calendar for this school year?**     **YES**     **NO**

My reason for resigning is:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approved:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date