



Employee Resignation Form

**DO NOT COMPLETE THIS FORM IF YOU ALREADY HAD
ANOTHER RESIGNATION ACCEPTED BY THE DISTRICT.**

Please email this completed form to exitpaperwork@katyisd.org AND your principal / department supervisor. Please include in the email title, your position and campus / department. Once the district accepts your resignation, you will receive an email from exitpaperwork@katyisd.org with further details including how to access your W-2 Tax Form through ESS. You will have access to ESS after your Katy ISD employment ends.

EMPLOYEE:		
Last Name:	First Name:	Katy ISD ID #:
Campus / Department:		Position Title / Subject / Grade:
Personal Email Address (used for Payroll):		Last Date to Work:
		Working Summer School? ☐ No ☐ Yes, until _____
Reason for Resignation (check all that apply):		
☐ Retire through TRS ☐ Going back to school ☐ Family / personal obligation ☐ Promotion with another school district ☐ Position closer to home ☐ Family relocation / job transfer ☐ Lateral move with another school district ☐ Position outside of education ☐ Other (_____)		
Employee Signature:		Date:
PRINCIPAL / SUPERVISOR:		
Was adequate notice given? ☐ YES ☐ NO (_____)		
How would you rate this employee? ☐ Excellent ☐ Above Average ☐ Proficient ☐ Other (_____)		
Principal / Supervisor Signature:		Date:
HUMAN RESOURCES DEPARTMENT:		
Eligible for rehire: ☐ Yes. Adequate notice was given and resignation accepted. ☐ No. ☐ Adequate notice was not given. ☐ Resigned in lieu of termination. ☐ Terminated for cause. ☐ Other (_____)		Received Date:
Human Resources Department Signature:		Signature Date: