



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.

EMPLOYEE:		
Last Name:	First Name:	Katy ISD ID #:
Campus / Department:	Position Title / Subject / Grade:	
Personal Email Address: (used for Payroll)		Last Date to Work: <input type="checkbox"/> Working Summer School
<u>Reason for Resignation (check all that apply):</u> <input type="checkbox"/> Retire through TRS <input type="checkbox"/> Promotion with another school district <input type="checkbox"/> Lateral move with another school district <input type="checkbox"/> Family / personal obligation <input type="checkbox"/> Other: (note reason) _____ <input type="checkbox"/> Going back to school <input type="checkbox"/> Position outside of education <input type="checkbox"/> Position closer to home <input type="checkbox"/> Family relocation / job transfer		
<u>W – 2 Tax Form</u> Your W-2 will go to the address or email that you have selected in Employee Self Service (ESS). If you need to update where you want it delivered, you will need to change it in ESS. You will be able to log into ESS even after you have completed your Katy ISD employment.		
Signature:		Date:
HUMAN RESOURCES:		
Date Received:		
Human Resources Representative:		Date Accepted: