



# NOTICE OF RESIGNATION

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

I \_\_\_\_\_, resign from my employment with Texas Southmost College.

My last day of employment will be (mm/dd/yyyy)\_\_\_\_\_.

Reason for resignation:

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

I understand that I am responsible to comply with all exit procedures as required by Human Resources.

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

Supervisor's Name (Please print): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The employee did not provide a notice of resignation.**

***The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.***