



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: Giving reasonable notice.
 Not giving reasonable notice.

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.