



Weatherford ISD Recommended Resignation Procedure:

- ✓ A letter of resignation for contract personnel should be addressed to the Superintendent and copied to the Director of Human Resources and your campus principal or supervisor. The letter should reference the following:
 - Effective date of resignation; and
 - Reason for resignation
- ✓ A Letter of resignation for non-contract (at-will) employees should be submitted to the Director of Human Resources and copied to your campus principal or supervisor at least two weeks prior to the effective date. The letter should reference the following:
 - Effective date of resignation; and
 - Reason for resignation (not required)
- ✓ A copy of the employee's letter of resignation should also be given to the campus principal or direct supervisor.
- ✓ After receipt of the resignation letter, the Human Resources office will forward an exit survey to the employee, which should be completed and returned to Tammie Byrd for non-certified personnel or Julie Campbell for certified personnel in the Human Resources office. In addition, the employee will be contacted by the Human Resources office to setup an exit interview prior to the employee's termination date. During the exit interview the employee will be provided information on their last paycheck and termination of benefits.
- ✓ Additional information regarding the resignation process may be accessed in the WISD Employee Handbook under the Termination of Employment section.
- ✓ Questions regarding resignation of contractual employees may be addressed to Julie Campbell or for non-contractual employees to Tammie Byrd in the Human Resources office via email or by calling the District Services Building at 817-598-2836.