



**Texarkana**  
Independent School District  
**RESIGNATION FORM**

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

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, wish to resign my position as  
*(Print Full Name)*

\_\_\_\_\_ with Texarkana Independent School District,  
*(Print Job Title)*

effective \_\_\_\_\_.  
*(Last Day of Work)*

My reason for resigning is:

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

*After filling out this resignation form, please print, sign and submit it to your supervisor and send a copy to  
Human Resources Department located at 4241 Summerhill Road, Texarkana, Texas 75503.  
Phone 903.794.3651 - Fax 903.792.2632*



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***Resignation Information***

- Employees should advise their supervisor/principal of their intent to resign at least two weeks prior to the date of resignation.
- Employees who fail to give a minimum of two weeks' notice of resignation may be considered ineligible for re-employment at a future date.
- Employees under contract with Texarkana ISD are required to fulfill their entire contract term.
- Employees should schedule an exit interview appointment with their supervisor/principal during their last week of employment.

***Teacher Retirement Funds***

- Employees who separate from service may choose what to do with their retirement deposits:
  - ◆ Employees may elect to keep their teacher retirement deposits in the TRS fund.
  - ◆ Employees may elect to withdraw their teacher retirement funds. Please be advised that 20% of the taxable amount of the refund will be withheld for federal income taxes.  
(PROVIDED THE AMOUNT IS GREATER THAN \$200.00)
  - ◆ Employees may elect to have all or a portion of the TRS accumulated contributions rolled over into an eligible retirement plan. TRS will provide an additional form if this option is selected.

***Employees should contact the Teacher Retirement System (TRS) at 1-800-223-8778 for more information.***

***Retirement Information***

- Employees considering retirement should confer with a representative of TRS concerning TRS eligibility regulations and application procedures. Please call 1.800.223.8778 to speak with a representative or visit the TRS website at [www.trs.state.tx.us](http://www.trs.state.tx.us).
- Employees should notify the Human Resources Office of their intent to retire by calling 903.794.3651 extension 2556.
- Employees must also contact Amy Nix, Director of Human Resources, in the TISD HR Office at extension 2556 for district information retirement details.