



### NOTICE OF RESIGNATION

Send original to the Office of Human Resources

I \_\_\_\_\_, A# \_\_\_\_\_ resign from my employment with South Texas College.

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

Reason for resignation:

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

As per **Board Policy 4922**, employees failing to comply with the provision of appropriate advance written notice and/or who fail to be approved for release from their appointment will not be eligible for re-employment with the College.

<http://admin.southtexascollege.edu/president/policies/pdf/4000/4922.pdf>

I understand that I am responsible to attend an exit interview with the Office of Human Resources and comply with the exit procedures set forth in the Employee Exit Procedures.

[http://hr.southtexascollege.edu/forms/policies/policies\\_exit\\_procedure.pdf](http://hr.southtexascollege.edu/forms/policies/policies_exit_procedure.pdf)

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

Approved  Not Approved \_\_\_\_\_ Date: \_\_\_\_\_

*Supervisor Signature*

\*Professional/Technical Support employees are expected to provide advance written notice of at least thirty (30) calendar days, not including vacation days and scheduled non-working days as listed on the Board-approved Academic Calendar, prior to the effective date of separation. A reduced minimum notice of not less than fifteen (15) calendar days may be approved by the immediate supervisor and appropriate financial manager.

Approved  Not Approved \_\_\_\_\_ Date: \_\_\_\_\_

*Financial Manager Signature*

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status.

**FOR HUMAN RESOURCES USE ONLY:**

Employee class: \_\_\_\_\_ Title: \_\_\_\_\_ Posn/Suff: \_\_\_\_\_

Eligible for re-employment  Not eligible for re-employment as per Board Policy 4922.