**NOTICE OF SEPARATION FROM EMPLOYMENT**

**(A letter of separation including the reason for separation must be attached to this form. The letter must be signed and dated.)**

Today’s Date Employee ID

Name

(Please print) First Middle Last

Current Address

 Street City, State Zip Code

Phone Number Home E-mail

Campus/Department

Current Position

Reason for Separation

If going to work in another Texas school district, which district?

 I will be working to the last contract day of the current school year.

 I will not complete the contract year. My last day is

Please visit [www.desotoisd.org](http://www.desotoisd.org) for further information about the separation process.

Employee Signature Date

Principal/Supervisor Signature Date

Forward signed separation letter and this form to Human Resources.