



Birdville ISD Exit Procedures
Personnel Services

Birdville ISD Recommended Resignation Procedure:

- ✓ Letter of resignation should be addressed to the Superintendent and copied to the Director of Personnel Services. The letter should reference the following:
 - Effective date of resignation; and
 - Reason for resignation (*Policy DEF Local*)
- ✓ Letter of resignation for non-contract (at-will) employees should be submitted to Personnel Services at least two weeks prior to the effective date. (*Employee Handbook*)
- ✓ 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, Personnel Services will forward a separation packet to the exiting employee, which should be completed and returned to Lisa Vargas in Personnel Services.
- ✓ Additional information regarding the resignation process may be accessed in the BISD Employee Handbook under the Employment/Termination section.
- ✓ Questions may be addressed to Lisa Vargas in Personnel Services via email or at 817.547.5739.



[email Lisa](#)