



WESLACO INDEPENDENT SCHOOL DISTRICT  
Human Resources Department  
319 West 4th Street | P.O. Box 266  
Weslaco, TX 78599

Telephone: (956) 969-6619 Fax: (956) 969-6940



Dr. Dino Coronado,  
*Superintendent of Schools*

## RESIGNATION/RETIREMENT LETTER

EMPLOYEE NAME: \_\_\_\_\_ SSN/EMPLOYEE ID: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

DEPT. / CAMPUS: \_\_\_\_\_

I, \_\_\_\_\_, do hereby ☐ resign / ☐ retire from my  
position as \_\_\_\_\_ with the Weslaco Independent School District.

My last day of employment will be \_\_\_\_\_.

REASON: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE