

[Insert on Sunray ISD Letterhead]

_____, 201__

Employee Name

Employee Address

Sunray, Texas 79009

Re: Voluntary Early Resignation Notice Incentive Plan (the "Plan")
Plan Agreement - 2014-15 School Year

Dear **Employee**:

The Texas Education Code allows educators employed under a probationary, term, or continuing contract to provide notice of resignation, without penalty, at any time up until 45 days before the first day of instruction of the following school year. The uncertainties surrounding potential resignations can make it difficult for the District to make definite plans regarding personnel for the next school year. Therefore, in order to allow the District additional time to plan staffing for the 2015-16 school year, the District is offering a financial incentive to eligible employees for their early notice of resignation. Only employees who meet the eligibility requirements below and who timely submit this form and other required documentation are eligible for a financial incentive.

Eligibility:

- Be employed with the District under a term or probationary contract;
- Hold an active standard or lifetime teaching certificate; and
- Have already planned to resign or retire at the end of the 2014-2015 school year.

Amount: The employee will receive an incentive payment in the amount of \$_____, which will be paid on or about 30 days following the employee's last day of employment with the District. The District will withhold federal income and other taxes from such payment to the extent required by the Internal Revenue Code or Internal Revenue Service regulations.

Procedure:

- The employee must personally submit to the Central Administration Office a letter of resignation addressed to the Superintendent on or before 5:00 p.m., _____, 2015. The employee's resignation is voluntary, unconditional, and effective on the employee's last duty day of the 2014-15 school year, unless the employee and Superintendent agree to an alternate date.
- The resignation letter must be accompanied by this form, signed by the employee. Eligible employees who have previously submitted a resignation are NOT eligible to apply for the incentive.

If you have any questions regarding the Plan, please direct them to me. If the Plan terms are acceptable, and if you wish to participate, please sign where indicated below and return this Agreement to me by _____, 2015.

Sincerely,

Brian Thompson, Superintendent
Sunray Independent School District

By signing this form, I hereby voluntarily resign my employment with Sunray Independent School District, acknowledge I am not eligible for reinstatement or reemployment during the 2015-16 school year, and I waive and release any and all claims I may have against the District through the date of this Agreement relating to my employment with the District.

I have read and agree to abide by the terms set out above for the Early Resignation Notice Incentive Plan.

Employee Signature: _____ **Date:** _____

Received by: _____ **Date:** _____