



Personnel Policies

CITY OF WESLACO,
TEXAS

RESIGNATIONS

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08/07/2018

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To resign in good standing, an employee must give the Department Head at least two (2) weeks prior notice, unless the City Manager agrees to a shorter period of notice because of extenuating circumstances. The first day of this two-weeks' notice (14 days) will commence on the day after the notice is given.

A verbal or written notice of resignation shall be given by the employee to their immediate supervisor. Once tendered and accepted, the effective date of the resignation is not subject to modification unless approved by the City Manager. This notice of resignation shall be forwarded to the Human Resources Office and it will be noted or placed in the employee's personnel file.