

RESIGNATION FORM

Suan Dusit University

Date Month Year

Subject: Resignation

Dear President:

I, (Name)....., started working on (Date)..... I
am now working in the position of under (Department)..... I
received baht as a monthly salary, baht each month as the
remuneration, and baht as other payments. Now I would like to resign from the position for
the following reason (s)

.....

I would like to resign starting from (Date) (Month) (Year)

Faithfully yours,

(Signature)

(.....)

Date Month Year

1. Comments of the Head of the Academic Program / Head of the Center / Head of the Department (Signature) (.....) Date Month Year	2. Comments of the Dean / Director (Signature) (.....) Date Month Year
3. Comments of Vice-President (Signature) (.....) Date Month Year	4. Comments of Director from the Finance Department 4.1 Provident Fund 4.2 Other debts..... (Signature) (.....) Date Month Year

5. Comments of the Manager of the Savings and Credit Cooperative (Signature) (.....) Date Month Year	6. Comments of Manager of the Provident Fund (Signature) (.....) Date Month Year
7. Comments of the Director of the Office of Academy Promotion and Registration (Signature) (.....) Date Month Year	8. Comments of the Director of the Office of Academic Resources and Information Technology (Signature) (.....) Date Month Year
9. Comments of the Director of the Human Resources Division (Signature) (.....) Date Month Year	NOTIFICATION (Signature) (.....) Date Month Year

INSTRUCTIONS

1. Those who want to resign must file the resignation form to the head of the original affiliation no less than 30 days in advance. If the person has any ordinary or financial obligations with the university, his/her request for resignation will be restrained for at least 30 days. If the person does not follow the instructions and causes damage to the duties or the finance of the university, the university will immediately proceed under the conditions in the contract.
2. File the resignation form to the following persons respectively.
 - 2.1 Head of the Academic Program / Head of the Center / Head of the Department
 - 2.2 Dean / Director
 - 2.3 Vice-President
 - 2.4 Director of the Finance Department
 - 2.5 Manager of the Savings and Credit Cooperative
 - 2.6 Manager of the Provident Fund
 - 2.7 Director of the Office of Academy Promotion and Registration (in case of the Contract Lecturer)
 - 2.8 Director of the Office of Academic Resources and Information Technology
 - 2.9 Director of the Human Resources Division
3. The university approves the resignation.
4. Human Resources Division confirms the person about his/her resignation.