**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.