



WALAILAK UNIVERSITY

NO. MHESI

Written at

Date.....Month.....Year.....

1 Subject Resignation of Walailak University Employee

To The President of Walailak University (Through

I, (Mr, Ms, Mrs)Position.....am currently working

under....., and started working on (School, Institute, Division, Center) (Date/Month/Year)

, would like to resign from Walailak University for the reason of.....

Effective fromonwards (Date/Month/Year)

Please kindly consider and approve

Sincerely Yours,

(Signed)

()

2 Opinion of Preliminary Supervisor [Head, Manager, Supervisor (If any)]

..... (Signed) (.....) Position..... Date

3 Opinion of Director/Dean/Superior Head or Chief

Approve Approve with conditions Disapprove (Signed) (.....) Position..... Date

4 Opinion of Vice President (according to the structure of authority)

..... (Signed)..... (.....) Position..... Date

5 Opinion of Division of Human Resource and Organization

..... (Signed) (.....) Position..... Date (Sign) (Mrs. Somporn Boonkiatedechakul) Acting for Head Division of Human Resource and Organization Date (Signed) (Asst. Prof. Dr. Warit Jawjit) Acting Vice President Date

6 Decision of the President

Approve Approve with conditions Disapprove (Signed) (Prof.Dr.Sombat Thamrongthanyawong) The Acting President of Walailak University Date