



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

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

(Signed)

(Mrs. Somporn Boonkiatedechakul)

Acting for Head

Division of Human Resource and Organization

Date

6 Decision of the Vice-President for Administration

Approve Approve with conditions

.....

Disapprove

.....

(Signed)

(Asst. Prof. Dr. Warit Jawjit)

Acting Vice President

Date