



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)
(Ms. Natyaporn Sittisuwan)
Acting for Head
Division of Human Resource and Organization

Date

6 Decision of the Vice-President for Administration

☐ Approve ☐ Approve with conditions

.....
.....
☐ Disapprove
.....

(Signed)
(Assoc. Prof. Dr. Warit Jawjit)
Vice President Acting on Behalf of the President
of Walailak University

Date