

# Resignation Form of University Employee

Written at .....

Date ..... Month ..... Year B.E. ....

Subject: Request for resignation

Dear: .....

I, name/middle name/given name (Mr./Ms./Miss).....Surname.....  
started working from date..... Month..... Year B.E..... My current position is .....  
..... in department/ division..... faculty/institute/office .....  
with a salary of..... baht. wish to tender my resignation from the university  
employment, effective from .....

.....  
for the following reason .....

.....  
My address for future correspondence is.....

.....  
Tel /mobile..... E-mail.....

in order to receive my provident fund and the other

In this regard, I hereby certify that

1. ( ) no ( ) yes accrued loan amount..... baht.
2. ( ) no ( ) yes material and equipment which I borrowed form designated unit as follow  
in the attachment
3. ( ) no ( ) yes I still owe the university for scholarship repayment
4. ( ) no ( ) yes under fact-finding investigation
5. ( ) no ( ) yes under disciplinary investigation
6. ( ) no ( ) yes resident in university.....
7. ( ) no ( ) yes provident fund commencement date.....
8. ( ) no ( ) yes social security fund
9. ( ) no ( ) yes group insurance
10. ( ) no ( ) yes other.....

I would like to request permission for resign from university employee from .....month.....  
Year B.E. .... And hereby certify that all the statements above made in this resignation form of  
university employee are true and correct.

Yours Sincerely

(Signature).....

(.....)

1. Primary superior's comments

.....

name ..... position..... date.../.../.....

2. Verification

all the information above are already checked

name ..... position..... date.../.../.....

- notation :
1. Submit the form not less than 30 days before the date of resignation, unless resignation for holding a political position or application to stand for election.
  2. The university identification card must be returned to the division of human resource administration and development within 7 days as from the date of resignation.
  3. Send a copy of this resignation from university employee to the planning division and the finance division.