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| **Resignation Request Form** |
|  **Date**\*： |
| **Requester\*** |  | Department **\*** |  |
| **Employment Date\*** |  | Expected Last Working Day **\*** |  |
| Reason for Resignation **\*** |  |
| Contact Information After Resignation **\*** |  |
| Remarks |  |
| Resignation Procedures |
| Inter-DepartmentSigning | Items to Hand Over | Explanation | Undisbursed Deductions |
| General Affairs |  |  |  |
| Finance |  |  |  |
| Main Department |  |  |  |
| Actual Resignation Date |  |