

國立清華大學專題計畫/客座人員離職申請書

National Tsing Hua University Resignation Application

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|---|---|--------------------|---------------------------------|
| 人事編號 Number | | 服務單位 Department | |
| 姓名 Name | | 職稱 Job Title | |
| 身分證字號 ID card/ Passport/ARC | | 聯絡電話 Contact | School EXT: : Mobile phone : |
| 在校服務最後一日 日期(支薪最後一日) The last date in school | | | |
| 離校原因 Resignation Reason | <input type="checkbox"/> 辭職 Resignation (Please upload this form in Academic information system if you choose "Resignation") <input type="checkbox"/> 定期契約期滿 Regular contract expired (please upload this form and contract in Academic information system if you choose "Regular contract expired") | | |
| 單位主管/計畫主持人 簽章 Department supervisor/ Program host Signature/Personal Seal | | | |

辭職人：_____ (請親簽 Necessary in person)
Signature

申請日期： 年 月 日

本校專題計畫/客座人員，如於聘僱期間中途離職者或聘僱期限屆滿不再辦理續聘者，請於離校日前 10 天進入校務資訊系統申請「線上離職程序」並上傳本申請書。

*中途離職者請先申請約用日期調整，並俟人事室審核完成。

If you want to apply resignation or your contract is expired, you can start the process and **upload this form** in Academic information system 10 days before your last date in school. (If you can't start the process, you need to shorten your contract period in system first and get the approval from the Personnel office.)