

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

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 <u>upload this form</u> in Academic information system if you choose "Resignation") <input type="checkbox"/> 定期契約期滿 Regular contract expired (please <u>upload this form and contract</u> 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。本表由申請人自行留存。

*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. **This form is to be retained by the applicant.** (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.)