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| C:\Users\UMT_2\AppData\Local\Temp\Rar$DI65.376\logo korporat-01.png | **UNIVERSITI MALAYSIA TERENGGANU**  **PEJABAT PENDAFTAR**  Aras 2, Bangunan Canselori  21030 Kuala Nerus, Terengganu Darul Iman  Tel. : 09-668 4408/4879 (Akademik) | 09-668 4325/4916 (Sokongan Akademik)  Faks : 09-669 6441 |

Pejabat Pendaftar,

Universiti Malaysia Terengganu

**(u.p.: Seksyen Pelantikan dan Kenaikan Pangkat Akademik / Seksyen Pelantikan dan Kenaikan Pangkat Sokongan Akademik)\***

*Registrar’s Office*

*Universiti Malaysia Terengganu*

*(att: Academic Appointment and Promotion Section/Nonacademic Appointment and Promotion Section)\**

Tuan,

*Sir,*

**PERMOHONAN PERLETAKAN JAWATAN DARI PERKHIDMATAN DI UNIVERSITI MALAYSIA TERENGGANU**

***APPLICATION FOR RESIGNATION FROM SERVICE AT UNIVERSITI MALAYSIA TERENGGANU***

Saya dengan segala hormatnya, ingin merujuk kepada perkara di atas dan ingin memohon untuk :-

*I would like to refer to above matter and wish to*

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| (i) |  |  |  | Meletakkan jawatan dengan mengemukakan notis satu bulan/ lebih berkuatkuasa mulai ……………………………………  *Resign from my post by giving one month’s notice / more beginning .........* |
|  |  |  |  |  |
| (ii) |  |  |  | Mendapatkan pelepasan dengan izin.  *Be relieved from my service* |
|  |  |  |  |  |
| (iii) |  |  |  | Memohon untuk memendekkan tarikh tamat kontrak asal iaitu pada ………………………… kepada …………………………………  *Shorten the contract date beginning ......................to ..........................* |

2. Maklumat mengenai perletakan jawatan saya adalah seperti berikut :-

*Information about my resignation is as follows*

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| **Nama Pegawai**  ***Officer Name*** | | | | | | | **:** |  | | | | | | |
| **No. Kad Pengenalan**  ***Identity Card No.*** | | | | | | | **:** |  | | | | | | |
| **Fakulti/Jabatan**  ***Faculty/Department*** | | | | | | | **:** |  | | | | | | |
| **Jawatan**  ***Post*** | | | | | | | **:** |  | | | | **Gred**  ***Grade*** |  | |
| **Tarikh Lantikan**  ***Date of Appointment*** | | | | | | | **:** |  | | | | | | |
| **Gaji Sekarang**  ***Current Salary*** | | | | | | | **:** | RM | | | | | | |
| **Tarikh Pergerakan Gaji**  ***Date of Salary Movement*** | | | | | | | **:** |  | | | | | | |
| **Kedudukan Jawatan**  ***Status of Post*** | | | | | | | **:** | Tetap dan disahkan/Dalam percubaan/Sementara/ Kontrak/Sambilan  *Permanent and confirmed/In probation/Temporary/Contract/Part-time* | | | | | | |
|  | | | | | | |  |  | | | | | | |
| * 1. Sebab memohon untuk meletakkan jawatan (nyatakan) :-   *Reason for resignation application* | | | | | | | | | | | | | | |
| i) |  |  |  | | Mendapat tawaran jawatan di Jabatan/Agensi/Syarikat lain, sila kemukakan sesalinan surat tawaran tersebut.  *I have received an offer for a post at another Department/Agency/Company (please attach a copy of the offer letter)* | | | | | | | | |
|  |  | | | | | | | | | | | | | |
| ii) |  |  |  | | Lain-lain, sila nyatakan  *Other (please state)* | | | | | | | | |
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| * 1. Saya ada/tiada memohon melalui Pejabat Pendaftar UMT untuk berkhidmat dengan Jabatan/Agensi lain seperti berikut :-   *I applied/did not apply through UMT Registrar’s Office to work at the folloowoing Department/Agency* | | | | | | | | | | | | | | |
| Nama dan alamat agensi/jabatan  *Name and address of agency/department* | | | | | | : | |  | | | | | | |
|  | | | | | | |
| Tarikh memohon  *Date of application* | | | | | | : | |  | | | | | | |
| Jawatan dimohon  *Post applied for* | | | | | | : | |  | | | | | | |
| Tarikh melaporkan diri di Jabatan baru  *Date to report for duty at the new department* | | | | | | : | |  | | | | | | |
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|  | | | | | | | | | | | | | | |
| * 1. Alamat dan nombor telefon yang boleh dihubungi setelah meninggalkan perkhidmatan di UMT :-   *I can be contacted at the following address and telephone number after leaving UMT*    No. Telefon : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Telephone No.* | | | | | | | | | | | | | | |
| * 1. Saya ada/tiada ikatan biasiswa. Sekiranya ada, sila nyatakan nama Badan Penganjur dan tempoh ikatan tersebut.   *I am/am not tied to a scholarship agreement with the following sponsor: \_\_\_\_\_\_\_\_\_\_\_ for a duration of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | | | | | | | | |
| * 1. Saya ada/tiada berhutang dengan Universiti Malaysia Terengganu (nyatakan hutang-piutang dan baki hutang tersebut, jika ada) :-   *I have/do not have loan(s) with Universiti Malaysia Terengganu, as follows:* | | | | | | | | | | | | | | |
| i) | | | Pinjaman kenderaan  *Vehicle loan* | | | | | | RM | |
| ii) | | | Pinjaman perumahan  *Housing loan* | | | | | | RM | |
| iii) | | | Pinjaman buku  *Book loan* | | | | | | RM | |
| iv) | | | Bil telefon  *Telephone bill* | | | | | | RM | |
| v) | | | Lain-lain  *Others* | | | | | | RM | |
|  |  | | | | | | | | | |  | | | |
| * 1. Saya ada/tiada ikatan perkhidmatan dengan Universiti Malaysia Terengganu.   *I am/am not tied to a service contract with Universiti Malaysia Terengganu* | | | | | | | | | | | | | | |
| * 1. Saya bersetuju bahawa permohonan/notis yang telah dikemukakan tidak boleh ditarikh balik/dibatalkan melainkan dengan kelulusan tertentu.   *I understand that the application/notice submitted cannot be withdrawn/cancelled unless with specific approval.* | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | |
| Tandatangan  *Signature* | | | | | | | | | Tarikh : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Date* | | | | | |

**Perhatian :-**

***Note:***

Surat kelulusan hanya akan dikeluarkan sekiranya pegawai telah menyelesaikan semua urusan yang berkaitan dengan Universiti Malaysia Terengganu.

*An approval letter will only be produced after an officer has settled all matters with Universiti Malaysia Terengganu.*

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| **Ulasan Ketua Jabatan/Dekan/Pengarah**  ***Review by Department Head/Dean/Director*** | | | | |
| Permohonan pegawai ini disokong/tidak disokong  *The application is supported/not supported* | | | | |
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| Tandatangan dan Cop Rasmi  *Signature and Official Stamp* | | | Tarikh : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Date* | |