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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 ImanTel. : 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*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (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*

|  |  |  |
| --- | --- | --- |
| **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)*  |
|  |  |  |
| * 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* | : |  |
|  |
|  |
| * 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.*

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