

UNIVERSITI MALAYSIA TERENGGANU

**PEJABAT PENDAFTAR**

Aras 1, Bangunan Canselori

21030 Kuala Nerus, Terengganu Darul Iman

Tel: 09-6684342 Faks: 09-6696441

**APPLICATION FOR EMPLOYER CONFIRMATION LETTER**

1. **APPLICANT INFORMATION**

Nama/Name

Passport No. Position/Grade

PTj

Position Status Permanent Contract Temporary

1. **INFORMATION REQUIRED**

*\*tick (/) in relevant box*

|  |  |  |
| --- | --- | --- |
| **NO.** | **MAKLUMAT** | **TANDAKAN** |
| 1. | Name |  |
| 2. | Passport No. |  |
| 3. | Position & Grade |  |
| 4. | PTJ |  |
| 5. | Position Status |  |
| 6. | Date of Employment |  |
| 7. | Service Date (Grade Current) |  |
| 8. | Confirmation of Service Date |  |
| 9. | Salary & Allowances |  |
| 10.  | Retirement Age |  |

Letter required in: Bahasa Melayu English

1. ***RECIPIENT ADDRESS & PURPOSE OF APPLICATION***

Address

City State Postcode

Purpose

1. **APPLICANT DECLARATION**

*I hereby agree that my personal information and services are provided to such parties as may be specified in this form and hereby certify that:-*

1. *No disciplinary action has been taken against me*
2. *Not/have applied for leave without pay/study leave/resignation/early retirement*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone :

 Signature & Stamp

 Date :