National University
of Computer and Emerging Sciences

Resignation Form

Employee Information

Name:		Emp ID:	
Designation:		Campus:	
Department:		DOJ:	
Last Working Day:		Application date:	

Other Details

Reason of resignation: _____

Advance Notice Given	Served	☐	Not Served	☐
Leave Balance	Casual	_____	Earned	_____
Resign submitted during leave	Yes	☐	No	☐
Leave Period *(In case of Yes)*	From	_____	To	_____

Medical OPD Balance (Accounts)

Campus HR (reference HR Manual)

Clause	Sub clause	Contents

Remarks: _____

Name: _____ Signature: _____ Date: _____

Campus Recommendations

		Signature	Date
Reporting Officer	Name: _____ Remarks: _____		
Head of School *(for Computing dept.)*	Name: _____ Remarks: _____		
Director	Name: _____ Remarks: _____		

Head Office

HR-HQ	Name: _____ Remarks: _____		

Registrar

☐ Recommended ☐ Not Recommended Signature: _____ Date: _____

Remarks: _____

Rector

☐ Approved ☐ Not Approved Signature: _____ Date: _____

Remarks: _____

for official use

NUMUN Entry (HR-HQ) Name: _____ Signature: _____ Date: _____