

STAFF RESIGNATION COMPLIANCE FORM

To Be Completed in Triplicate (one for Applicant, one for Central Registry Personal File and the other for the Departmental File.

SECTION ONE (To be filled by the applicant)

Name of applicant:
Position held:
Faculty:
Department/Unit:
Date of first appointment:.....Date of resignation application:
Effective date of resignation:
Reason(s) for resignation:
.....
.....
Notice period required: Notice period given:

SECTION TWO (To be filled by the Head of Department/Unit)

(Attach Department Minutes on bonding, discipline, accountability etc.):

I confirm that the applicant has fulfilled all the requirements of resignation as stipulated by the relevant laws, policies and regulations including handing over of University property. I recommend that he/she be allowed to resign from University service.

Signed: Date:

SECTION THREE (To be completed by the Dean for academic staff)

I confirm that the applicant has fulfilled all the requirements of resignation as stipulated by the relevant laws, policies and regulations including handing over of University property. I recommend that he/she be allowed to resign from University service.

Signed: Date:

SECTION FOUR (To be completed by the Director Human Resource)

I confirm that the applicant has no pending or related disciplinary matter(s).

Signed: Date:

SECTION FIVE (To be completed by the Vice Chancellor)

I confirm that the applicant has fulfilled all the requirements of resignation as stipulated by the relevant laws, policies and regulations including handing over of University property. I recommend that he/she be allowed to resign from University service.

Signed: Date: