National Taiwan Normal University

Industry-Academia Collaboration Project Personnel Resignation Form

Date: (YYYY/MM/DD)

Unit		Position (select one)	□ Full-time Assistant □ Part-time Assistant □ Temporary Worker
Name		National ID No.	
Start Date (YYYY/MM/DD)		End Date*2 (YYYY/MM/DD)	(day after payroll cutoff)
Accounting No.		Salary	
Reason (select one)	□ End of term □ Voluntary □ Other (please specify):		
Contact	Phone: _____ Email: _____		
Signature of Applicant	I confirm that the information above is true and correct.	Signature/Seal of Custodian (property, research/lab space)	
Signature/Seal of Successor*3 (handover completed)		Signature/Seal of Principal Investigator (end date and reason confirmed)	
Please follow the procedures for the units below **(confirm with official seal)**			
Linkou/Gongguan Campus General Affairs Division Main Campus General Service Division (parking permission terminated)		Office of General Affairs, Property Management Division (Yaojhih building 2F) [dorm rental, property]	**Countersignature required for full-time assistants only.**
Library (books returned)		Office of General Affairs, General Service Division (withdrawn from labor and health insurance)	**Please complete all procedures one week before the end date. Failure to do so will result in delays, with employee and employer (PI) held jointly and severally liable for premiums due during the interim.**
Office of Administrative Affairs, Division 3		Office of Human Resources, Division 4	☐ Service certificate returned for receipt of contribution benefits before 2008 1.1 ☐ Service certificate returned ☐ No service certificates ☐ Other

Please note: 1. All fields are required. 2. End Date: If the cutoff date is July 31 (D), the end date is August 1 (D+1). 3. Signature of Successor: PI shall confirm completion of handover with their seal in the absence of a successor

※**Please return this original form to Division 4 of the Office of Human Resources for filing to finalize the process.**