**Notice of Resignation from the Post of Temporary Lecturer/Instructor/**

**Temporary Research Assistants**

***(To be used by Temporary Lecturers/Instructors/ Temporary Research Assistants)***

Vice-Chancellor,

University of Moratuwa

Through: Dean/Faculty of Engineering/Architecture/Information Technology

Head/Department of …………………………………………………………………….

I am a Temporary *Lecturer/Instructor\** …………………………………………….. in the Department of ……………………………………………………………………………….. since ………………………………… The appointment to above temporary post terminates on ………………………………………… accoding to the letter appointment.

I wish to tender my resignation from the above mentioned post with effect from …………………………… Please be kind enough to accept the resignation from the above mentioned post.

I am *giving/not giving\**one month notice.

#I request you to consider granting a waiver for recovery of one month salary in lieu of notice due to reasons given below and I have *attached/not attached\**documents in support of my request for waiver.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Name Signature Date

Vice-Chancellor

Though : Dean Faculty of Engineering/Architecture/Information Technology

Mr./Miss/Ms. ………………………………………………………………………………………………………………… *has/has not\** served the total period of appointment. *He/ She* has completed all the work entrusted to him/her. Resignation from the above mentioned post may be accepted with effect from…………………. *He/ She* has *given/not given\** one month notice. Waiver of one month salary in lieu of one month notice *is recommended/not recommended.\**

Signature of the Head of the Department Date

Senior Assistant Registrar

Establishments

Resignation of Mr./Miss/Ms. …………………………………………………………………… from the above mentioned post is approved. *Recovery/Waiver of one month salary in lieu of one month notice is approved.\**

Vice-Chancellor Date

\* *Strike through inapplicable words*

*# Applicable only for those who are not giving one month notice*