Kaohsiung Medical University

Resignation Application Form for Project Personnel

專題(案)計畫人員辭職(離職)書

Unit: Application Date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Employee ID No. |  | PositionTitle | □ Full-time Assistant□ Postdoctoral Researcher□ Part-time Assistant□ Other |
| Project No. |  | Contact Tel No. | Extention:Mobile: |
| Scheduled Departure Date |  | Contract No. |  |
| Reason for Leaving | □ End of Contract Period□ Voluntary Resignation□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Settlement of Pension Contributions (For Foreign Workers Only) | □ Yes (with the settlement application form, withdrawal notice of separate account savings, and copy of the passbook cover attached)□ No |
| Project Personnel’s Signature |  | PI’s Approval |  |
| ※ I am aware that individuals holding specialized professional and technical licenses must follow relevant regulations to complete procedures such as suspending their licenses within the specified period to avoid penalties.  | ※ If the project personnel is hired for a sub-project, both the sub-project PI and the overall project PI must sign and approve this application. |
| ※ The project personnel and the PI, when signing this application, should both confirm that the accrued annual leave and overtime hours of the project personnel have been or will be utilized before the scheduled departure date. |
| **Clearance Procedures離職手續簽辦** |
| Library(For Full-time Personnel Only) 圖書館(限專任人員) |  |
| HR Office人力資源室 | * 資訊系統於 年 月 日更正為離職。
* 勞、健保於 年 月 日辦理退保。
* 自 年 月 日起停止支薪。
* 外籍人員結清離職儲金申請。

 識別證□未申請。□於 　年 月 日繳回。* 其他
 | 承辦人 |  | 主任 |
|  |
| 組長 |  |

Remarks:

1. Full-time personnel should submit this application and return their ID cards to the HR Office one month prior to their departure.
2. If a PI consents to a full-time personnel’s failure of resigning one month in advance as required, the PI will have to pay back the overpayment of the current month's salary caused as a consequence first, and then recover it from the person concerned.
3. Proof of transferring out labor insurance and health insurance for full-time personnel should be collected from the HR Office on the day of departure (or the next business day if it falls on a holiday) after 10:00 a.m.
4. For instructions and forms related to the settlement of pension contributions for foreign workers, please refer to and download from [the website of the HR Office](https://personnel.kmu.edu.tw/index.php/en-gb/regulations/foreign-workers-pension-contribution).