

Statement of Resignation/Retirement

Date: _____

To Whom It May Concern:

I, _____, hereby submit my resignation/retirement from
(Full Name)
Ruamrudee International School effective from the check-out day on _____.

Sincerely,

Teacher's Signature

OFFICIAL LETTER FOR TEACHERS NOT RETURNING TO RIS

Date: _____

To Whom It May Concern:

I, _____, would like to inform you that I am not returning to
(Full Name)
RIS for the school year _____. Please check (✓) whichever item is applicable:

- I have completed the contract that I signed with the school.
- I am transferring to another school in ____ Thailand or ____ abroad. (Check one)
- I am returning to my home country.
- I will be taking a one-year leave of absence.
- I am retiring.
- I am a Provident Fund Member and would like to authorize the school to withdraw my Provident Fund money from TISCO on my behalf with the understanding that my last contribution will be in February 2010.
- Other (Please specify) _____

~~I agree to complete and submit the check-out form upon receiving the remainder of my paycheck in the amount of 50,000 baht on the check-out day.~~

Details for Leaving Ticket:

~~Home of Record: City _____ State _____ Country _____~~

~~I have: (please mark) _____ non-working spouse and _____ no. of dependents under 20 (age of your children: _____), traveling back with me to my home country.~~

In case of emergency, I may be contacted as follows:

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Sincerely,

(Teacher's Signature)

Note: Please fill in this form (both pages) and return to HR Office (AD208) ASAP. This is important for the preparation of your tax and provident fund. Thank you.