



離職表格 RESIGNATION FORM
(適用於全職及非全職員工 for regular and non-regular staff)

本人 _____ (姓名) 決定 [辭去 / 於現合約到期時不再續約] 澳門大學
_____ (職位名稱) 一職，並由 _____ (年) _____ (月) _____ (日)* 起
開始生效。本人離職之原因為 _____。
本人聲明此離職並終止與澳門大學的勞動關係是出於自願。

I, _____ (name), hereby [resign from / decide not to renew my
contract for] my current position of _____ (position) at the University
of Macau, effective from _____ (day) / _____ (month) / _____ (year)*. The reason for my resignation
is _____. I declare that this resignation and
discontinuation of the employment relation with the University of Macau is voluntary.

職員編號 Staff No.: _____ 職員簽署 Signature of Staff: _____
部門/學院 Dept./Faculty: _____ 日期 Date: _____ / _____ / _____
日(DD)/月(MM)/年(YYYY)

*生效日期為最後工作日之翌日。請根據現時有效工作合約內之條款或相關法律給予所需之提前通知期，並由所屬部門知悉日起計。The effective date is the day after the last working day. Please refer to the stipulations in your current contract or relevant laws and give an advance notice as required, being the notice period counted from the receipt date of the notice by the unit concerned.

此部分由部門填寫 This part to be completed by the Unit	
本人接受上述職員之離職。I endorsed this resignation of the above staff member. 意見 (如有) Comment (if any):	
學院系主任 / 直屬上級 Department Head / Immediate Supervisor	院長 / 部門主管 Dean / Head of Unit <i>屬非全職員工可選填 Optional for non-regular staff</i>
姓名 Name: _____	姓名 Name: _____
職位 Position: _____	姓名 Name: _____
簽署及日期 Signature & Date: _____ 日(DD)/月(MM)/年(YYYY)	簽署及日期 Signature & Date: _____ 日(DD)/月(MM)/年(YYYY)