**Do you wish to reside in Japan after retirement and receive unemployment benefits?**

Entry example

**No: You do not need to submit this form.**

**Yes: Please submit this form.**

Request for Issuance of a Letter of Resignation

Date: **(year) (month) (date)**

　　　To: President of Hiroshima University

Personal number　　　　　**12345678**

Name　　　　　　　　**Taro Hiroshima**

I hereby request that a letter of resignation be issued, as follows.

Details

Formerly affiliated division:　**Faculty of Science**　Ext.(　　**0123**　　)

Former title:　**Professor**　　(Regular employee・Daily wage・Hourly wage)

　　　Date of resignation:　　　　　　　　**(year)　　　　(month)　　　　(date)**

　　　Reason for resignation:　　　　　　　　**Change of Occupation**

　　　Other staff number:　　（　01234567　）　　・　（　23456789　）

**\*If you have been employed under a different staff number during the past two years from the above date of retirement, please list all such positions.**

Receiving Method　　☑　Mynaportal

☑　Mail

Mailing address if received by mail

□Same as 「Notice of Contact Information after Resignation（Relobation）」

□If different from「Notice of Contact Information after Resignation（Relobation）」

Fill in below.

Address　**〒**

Telephone　（　　　　　）　　　　－