

REQUEST FOR RESIGNATION

辞職届

MLC
 IHA
 MC

PRIVACY ACT STATEMENT

AUTHORITY: 5 US Code Section 552a(e)(3)

PRINCIPAL PURPOSE(S): To maintain resignation request from employees.

ROUTINE USE(S): Used by both USFJ installations and the Government of Japan in effecting resignation requests. The information provided may be disclosed to any DoD component in the pursuit of their official duties.

DISCLOSURE: Furnishing this information is mandatory (e-mail address is voluntary) for officials of both USFJ installations and the Government of Japan effecting resignation requests. Failure to furnish this information may impede effecting the personnel action request in accordance with the Master Labor Contract, Mariners Contract, and Indirect Hire Agreement.

FROM 1. ORGANIZATIONAL UNIT (CODE NO.) 部隊名

2. NAME 氏名

3. EMPLOYEE NO. 従業員番号

4. JOB TITLE & NO. 職種名および職番

5. DATE OF RESIGNATION 辞職日

6. DATE OF REQUEST 提出日

7. ADDRESS AND PHONE NUMBER AFTER RESIGNATION 辞職後の住所および電話番号

8. EMAIL ADDRESS AFTER RESIGNATION (OPTIONAL) 辞職後のEメールアドレス(任意)

9. EMPLOYEE'S SIGNATURE 従業員署名

TO RDB/RDO 地方防衛局/地方防衛事務所御中

I HEREBY REQUEST TO RESIGN FOR THE REASON HEREIN INDICATED.

このたび下記の理由により辞職したいので届け出ます。

THE REQUEST FOR RESIGNATION SHOULD BE SUBMITTED AT LEAST TWO WEEKS IN ADVANCE TO THE DATE OF RESIGNATION.

本辞職届は少なくとも辞職希望日の14日前までに提出されなければならない。