



PERMOHONAN CUTI REHAT/ APPLICATION OF LEAVE

Kepada/ To: **Deputy Registrar**
Research Management Centre (RMC)
UTM Skudai, Johor

**PENGESAHAN KERANI CUTI/
CERTIFIED BY CLERK**

Baki Cuti Pemohon/ *Balance of Leave* : Hari/ Days
Kelayakan Cuti Semasa/ *Current Leave Entitlement* :Hari/ Days
Tandatangan Kerani Cuti/ *Signature by Clerk* :

Melalui/ By: **Supervisor**
.....
.....

**DISOKONG/TIDAK DISOKONG (Penyelia)/
VERIFIED/ NOT VERIFIED (Supervisor)**

Tandatangan/ *Signature* :
Tarikh/ *Date* :

Tuan/Puan,
Sir/ Madam,

Adalah saya/ I ammemohon cuti rehat selama/ *apply of leave for*
.....hari mulai daripada/ *days starting from*hingga/ *until*
Alamat saya semasa bercuti/ *My address during leave* :

No. Telefon/ *Phone No*
(Untuk dihubungi di waktu kecemasan/ *emergency contact*)

Tandatangan/ *Signature* :
Jawatan/ *Position* :
Tarikh/ *Date* :

**DILULUSKAN/TIDAK DILULUSKAN (Timbalan
Pendaftar RMC)/
APPROVED/ NOT APPROVED (Deputy Registrar of
RMC)**

Tandatangan/ *Signature* :
Tarikh/ *Date* :

UNTUK TINDAKAN KERANI CUTI/ ACTIONS BY CLERK

Kepada/ To:

Adalah saya diarah memaklumkan kepada saudara bahawa permohonan cuti rehat saudara telah **DILULUSKAN/ TIDAK DILULUSKAN** mulai daripada hingga /
Please be informed that the application of your leave has been APPROVED/ NOT APPROVED starting from until.....

Yang benar/ *Regards,*

.....
Kerani Cuti/ *Clerk*

EMAIL	
SMIS	