

**INDIAN INSTITUTE OF TECHNOLOGY DELHI
Industrial Research & Development Unit**

Resignation Form for Project Staff

1. Name & Employee Code of the Staff:.....
 2. Mobile Number & Office Phone No.:
 3. Designation :.....
 4. Department :.....
 5. Project / Consultancy No. :
 6. Reason for Resignation :.....
 7. Date of Joining :.....
 8. Date of Reliving :.....
 9. Last Salary Drawn upto :
- (To be verified from IRD Accounts)

(Signature of the Employee with Date)

Note: It is obligatory to give one month notice. However, on the recommendations of PI, the notice period is relaxable with the approval of Dean (R&D).

PI/CI has a right to terminate appointment with a notice of one month depending upon the performance or conduct of the candidate. Candidate too may resign from the post by giving one month notice or salary in lieu of the notice period.

10. Recommendations and comments of PI:
.....

(Whether resignation accepted / not accepted)

11. Name & Signature of PI:.....

12. Signature of HOD/HOC:

13. Date:

To: A.R. (IRD)
