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| --- | --- | --- | --- | --- |
| CODE: APA-P-01-05 | | | **QUALITY MANAGEMENT SYSTEM** | **HUMAN RESOURCES DEANSHIP** |
| *Page*  *1 / 1* | *Edition*  *2* | Release date  15/1/1442 H | **ACTION DOCUMENT**  **PROCEDURE FOR FOLDING AN EMPLOYEE TO ACCEPT HIS RESIGNATION**  **(EMPLOYMENT DIVISION)** |
|  |  |  |  |  |

Explain the steps

1. A letter from the party with the request for resignation (the beneficiary of the service) was received.

2. Stop salary (beneficiary of the service).

3. Offer to the holder of the authority (the beneficiary of the service).

4. Issuing a decision to fold the restriction to accept resignation

(Beneficiary of the service).

|  |  |
| --- | --- |
| **Edited by** | **I'm counting on.** |
| **Ali Sawy al, Qahtani** | **Fahd Abdullah Al,Haqbani** |

Goal

***PROCEDURE FOR FOLDING AN EMPLOYEE TO ACCEPT HIS RESIGNATION***

*Beneficiary*

functionary

*Reference*

 Regulations and regulations of the Ministry of Education - University Council Law - Regulations and Regulations of the Ministry of Human Resources and Social Development

Regulations and regulations of the Ministry of Health (employees of the Ministry of Health Sector at the University) - regulations and regulations of the Ministry of Finance.

*Definitions and shortcuts*

APA:Personnel Management

P:Procedure

*Attached documents*

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**Completion time 3 days**

**The degree of confidentiality of the procedure is normal.**