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**RESIGNATION LETTER REQUEST**

**طلب إستقالة**

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| **Date** | 10/21/202 | **التاريخ** |
| **Name** | SEEM ZARAGOZA MARTINEZ | **الاسم** |
| **Position** | BARISTA SUPERVISOR | **المسمى الوظيفي** |
| **Department** | FOOD AND BEVERAGE | **القسم** |
| **Employee ID** | 120094 | **الرقم الوظيفي** |

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| Please kindly agree to accept my resignation from work for the following reasons:  I already finish my contract since last year February at this time I want to move out in the company that I need to look my future career outside the kingdom of Saudi Arabia, I hope you understand my final decision. THANK YOU SO MUCH | أرجو التكرم بالموفقة على قبول إستقالتي من العمل وذلك للأسباب التالية: |

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| **الموظف**  **EMPLOYEE** | |
| SEEM ZARAGOZA MARTINEZ | **الاسم:** |
|  | **التوقيع:** |
| 10/02/2021 | **التاريخ:** |

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| **عدم قبول اللإستقالة**  **Reject Resignation** | **قبول الإستقالة**  **Accept Resignation** |
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**حالة المنصب** **THE POSITION STATUS**

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| Vacantشاغر | Merged دمج | Replacedاُستبدل | Eliminatedحُذف |
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| **المدير المباشر**  **DIRECT MANAGER** | | **مدير القسم**  **DEPARTMENT HEAD** | | **الموارد البشرية**  **HUMAN RESOURCE** | |
|  | الاسم: |  | الاسم: |  | الاسم: |
|  | التوقيع: |  | التوقيع: |  | التوقيع: |
|  | التاريخ: |  | التاريخ: |  | التاريخ: |