الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

MANAGEMENT SERVICES DIVISION

RELEASE OF DUTIES FOR STAFF TAKING ACADEMIC LEAVE

Executive Director
Management Services Division
International Islamic University Malaysia
Attn: Secretariat of Scholarship & Study Leave Committee (SSLC)

Dear Sir / Mdm.,

Assalammu'alaikum wrt. wbt.

Name : .....

Staff Number : .....

Position : .....

Kulliyyah/Centre/Department : .....

With reference to the above, I am pleased to inform you that I have no objection to release the above staff from his/her duties for duration of his/her academic leave under;

- ☐ Study Leave
- ☐ Sub-Specialty
- ☐ Post-Doctoral Leave
- ☐ Industrial Attachment
- ☐ Sabbatical Leave

which will commence from ..... to .....

Thank you. *Wassalam*

.....
Dean / Director / Head
Kulliyyah/Centre/Department
(Signature and Official Stamp)

Date: