

Application to Exit AMSI Accommodation (Part1)

(To be filled by employee)

Employee Information:

Name:		Staff ID #:	
Campus:		Title:	
Apt.#:		Tel. #:	

Exit Information:

Reason for leaving :

Expected date of exit :

Future Address:

City:		Area:	
Street:		Building:	
Apartment:		Tel:	

I understand that my offer includes housing in the AMSI building only, and that exiting before July is not recommended.

Please accept my application as my circumstances require that I exit.

Thank you

Employee Signature: _____

Application Date:_____

Human Capital Department

Received on:

General remarks:

* HR to complete the process on the second form (Application to Exit AMSI Accommodation (part 2)

Original copy for Accounts

Copy for HR

Copy for Principal

For internal use only