



**LETTER OF REINSTATEMENT FORM**

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
**President**

This University

Madam:

Greetings!

Please accept this letter as a formal notice of my reinstatement to my position as \_\_\_\_\_ at the \_\_\_\_\_ effective this \_\_\_\_\_ in relation to the completion or expiration of my \_\_\_\_\_.

Attached herewith are the requirements for my reinstatement as verified by the HRDMO.  
*(Please check the applicable requirements)*

**SCHOLARSHIP**

- Official Transcript of Records
- Diploma
- Thesis/Dissertation

**SABBATICAL LEAVE  
*(Rest and Recreation)***

- Medical Clearance

**MAGNA CARTA LEAVE FOR WOMEN  
 / MATERNITY LEAVE**

- Medical Clearance

**SABBATICAL LEAVE  
*(With Output)***

- Research Output
- Book
- Extension Report
- Creative Work Output
- Others: \_\_\_\_\_

**REHABILITATION LEAVE**

- Medical Clearance

**LEAVE WITHOUT PAY  
*(One Semester and above)***

- Medical Clearance

**OTHERS** \_\_\_\_\_

Thank you!

Very Respectfully,

\_\_\_\_\_  
 \_\_\_\_\_

Recommending Approval:

\_\_\_\_\_  
 Dean/Director

\_\_\_\_\_  
 VP, \_\_\_\_\_

Approved:

\_\_\_\_\_  
 President