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Vice Chancellor
SEUSL

Through: Dean / Faculty of
Head / Department of

Dear Sir / Madam,

REQUEST FOR EXTENSION OF PROBATIONARY PERIOD

I am a Lecturer (Probationary) in at the Department of since I have completed years probationary period on and I have already registered for / been following / to follow my Masters degree program at the (annexed relevant documents).

Therefore, I earnestly request you to extend my probationary period by further period of one year to enable me to complete my postgraduate program.

Yours faithfully,

..... Date:
Signature _____

Dean / Faculty of _____

Mr. / Mrs. / Ms. has not completed his / her Masters degree.
Therefore, I recommend to extend his / her probationary period by further one year w.e.f.

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..... Date:
Head of Department _____

Vice Chancellor

I recommend / do not recommend

..... Date:
Dean of the Faculty _____

Deputy Registrar / Academic Establishments

I approved. Please submit a memo to the next Council for decision.

..... Date:
Vice Chancellor _____