Ritsumeikan University Student Director

Date:

**Absence notification**

We are writing to inform you that I am unable to attend the "Alumni Association Future Human Resources Development Scholarship (Group) Outcome Report Meeting" due to the following reasons.

|  |  |
| --- | --- |
| college / Year |  |
| Student ID No. |  |
| Name |  |
| Group representative |  |
| Contact | Mobile phone No. :  Email Address : |
| Reason for absence |  |

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＜Important information＞

・Attendance at the results debriefing session is an obligation of the recipient organization under the regulations.

In the case of the Alumni Association Future Human Resources Development Scholarship (Group) , attendance at the results debriefing by all three officers.

・Please note that there is a possibility that individual interviews, etc. may be conducted after the submission of this notification.

・Please be sure to also submit documentation to prove the reason for your absence.