**Annexure 6/5**

RUB/HRD………….. Date……

Name of the Staff:

SID number:

Position Title:

Place of Work:

**Subject: Letter of Award**

Dear ,

The Royal University of Bhutan is pleased to approve your candidature to pursue long-term studies, the details of which are given below.

|  |  |
| --- | --- |
| Name of the Course | : |
| Planned/Ad hoc | : |
| Institute & Country | : |
| Mode of Study | : |
| Start Date | : |
| End Date | : |
| Duration | : |
| Funding | : |

In addition, we would like to inform that the Royal University of Bhutan has approved **Study Leave with Pay** for the duration of your studies.

You are requested to contact the Office of the Registrar, for **pre-departure briefing** and executing **legal undertaking**.

We would like to wish you the very best for your studies.

With best regards,

Yours sincerely,

(Name and Signature)

**Position Title**

**Cc:**

**1.**