(Please add the letterhead of Member Organization)

e-ASIA Joint Research Program Secretariat

Room 218 Innovation Cluster1 Building

National Science and Technology Development Agency (NSTDA)

111 Thailand Science Park

Phahonyothin Road, Khlong Nueng, Khlong Luang

Pathum Thani 12120, Thailand

[Name of the Sender]

 [Address of the Sender]

 [Date (MM/DD/YYYY)]

**Subject: Notification of withdrawal from the e-ASIA Joint Research Program**

Dear e-ASIA Joint Research Program Secretariat,

On behalf of [organization name], I hereby notify you of the withdrawal of [organization name] from the e-ASIA Joint Research Program as a Member Organization as of [Date (MM/DD/YYYY)][[1]](#footnote-1).

Sincerely,

[Signature]

[Name]

[Title]

[Name of organization]

<Appendix>

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| 1. Please briefly describe the background that led to the withdrawal of your organization from the e-ASIA Joint Research Program.
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| 1. Please describe briefly how you or your successor organization will continue to support projects that you are currently supporting.
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1. Please note that this notification must be submitted at least 6 months prior to the desired date of actual secession, as stipulated in the “Statute of the Program.” [↑](#footnote-ref-1)