

For HR Officer		
Attendance Record		Remark
From.....To.....		
Late		
No Face Scan Out		
Sick Leave		
Personal Leave		
School Business		



Assumption College Nakhonratchasima
Leave Permission Form

Date: / /

Title: Asking permission for taking leave

Dear Director of Assumption College Nakhonratchasima

I, (Mr./Mrs./Ms.) Position
 want to ask permission for Personal Leave Sick Less others forday (s)
 from / / to / /

Reason:

During my leave time, I'll be at No Moo Soi
 Road..... Sub-district District.....
 ProvincePostcodeCountry
 Tel.

Sincerely Yours,

(.....)
 Teacher

Acknowledged by:

.....
 (Ms. Natgamon Boonsak)
 Head of English Program

Approved By:

.....
 (Bro.Dr.Witthaya Thepkom)
 Director/School Manager/Head of HR Department