For the Guard







Written at ACN		Written at ACN	
	Date://		Date://
Title: Asking permission for going out of the school premise		Title: Asking permission for going out of the school premise	
Dear the Director,		Dear the Director,	
l (Mr./Ms.)		l (Mr./Ms.)	
request permission to go out of the school on Date:/		request permission to go out of the school on Date:/	
from to		from to	
This is my time when I will be o	out of the school this academic year. Please	This is my time when I will be out of the school this academic year. Please	
consider my request.		consider my request.	
Reason:		Reason:	
Place:		Place:	
☐ School business ☐	Personal business	☐ School business	Personal business
Sincerely Yours,		Sincerely Yours,	
Signed	(Teacher)	Signed	(Teacher)
()	()
Allowed by:	Granted by:	Allowed by:	Granted by:
(Ms. Natgamon Boonsak)	(Bro.Dr.Witthaya Thepkom)	(Ms. Natgamon Boonsak)	(Bro.Dr.Witthaya Thepkom)
Head of English Program	Director/School Manager	Head of English Program	Director/School Manager
	Head of HR Department		Head of HR Department