

**Assumption College Nakhonratchasima**

**Request Form**

 Written at: .…………………………………………

 Date: ………..…. /………..….. /……………….

Title: Requesting for a certificate/document

Dear Director of Assumption College Nakhonratchasima

I, (Mr./Mrs./Ms.) ………………………………………………………….………………………… Position …………………………..……………………….…….

want to request for Salary Certificate Teacher Certificate Others ………………………………………………………………

….…………………………………………………………………………………………………………………………………………………………………………………………………….

….…………………………………………………………………………………………………………………………………………………………………………………………………….used for …………………………………………………………………………………………………………………………………………………………………………………………

 I, (Mr./Mrs./Ms.) ……………………………………………….……………………….………………………… confirm that I will use the requested certificate/document only for the purpose stated above.

 Please kindly consider my request

 Sincerely Yours,

 (…………………….………………………)

 Teacher

 Acknowledged by: Agreed Disagreed

 ………………………………………………………………

 ………………………………………………………………

 ……………………………………………………………….

 (MS. Cholada Parnchaeng) (Mr. Somboon Sukchai)

 HR Department Head of Director’s Office

 Approved Not Approved

 ………………………………………………………...…….

 (Bro. Khanchit Seesawan)

Director/Manager/Head of HR Department