

**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

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……………………………………………………………….

(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