



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)

HR Department

(Mr. Somboon Sukchai)

Head of Director's Office

☐ Approved

☐ Not Approved

.....

(Bro. Khanchit Seesawan)

Director/Manager/Head of HR Department