

|  |  |  |
| --- | --- | --- |
| **For HR Officer** | | |
| **Attandance 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 ………….…………… for ………………………day (s) from ………... /……..….. /…..……… to ……..…. /……..….. /……..……

Reason: ………………………….………………………………………………………………………………………………………………………………………………………………

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

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

During my leave time, I’ll be at No ……………….…………… Moo …………………………………… Soi …………………………...……………………….. Road…………………………..………….………… Sub-district …………….……………………………….……… District…………………………….………...……..….. Province …………………………………………………………………….Postcode …………………………............Country …………………..………………………..

Tel. ………………………………….………………………

Sincerely Yours,

(…………………….………………………)

Teacher

Acknowledged by:

…………………………………………….

(Ms. Natgamon Boonsak)

Head of English Program

Approved By:

………………………………………………………..

(Bro. Khanchit Seesawan)

Director/Manager/Head of HR Department