

For HR Officer		
Attendance 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