

Requisition Form for Personal Leave

King Mongkut's University of Technology North Bangkok

Date..... Month..... Year.....

Subject: Personal Leave

ATTN: President of King Mongkut's University of Technology North Bangkok

I,Position.....
Department of....., the Faculty of Applied Arts
would like to take personal leave from (date)..... to.....
totally.....days. During my absence, please contact me at.....
.....

Sincerely yours

(Signature)
(.....)

Leave record in this fiscal year

Type of Leave	Past Leave (working days)	Present Leave (working days)	Total (working days)
Personal			

Remarks of Head of Department

.....
.....

Checked by

(Signature).....

Position.....

(.....)

Date...../...../.....

(Position).....

Date...../...../.....

Decision

() Approved () Not approved

Remarks of Dean

.....
.....

(Signature).....

(.....)

(Position).....

Date...../...../.....