

Leave Request for Islamic Pilgrimage (Hajj) in Mecca, Saudi Arabia

King Mongkut's University of Technology Thonburi

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

Subject :

To :

I(Mr.,Mrs.,Miss).....Position/Title.....

Authority Level Division / Faculty Office/ Center/

Department Date of birth..... Appointed date to be

a government official / employee since Lately, I have

never ever requested a leave for Islamic Pilgrimage (Hajj). Now, I request a leave to perform

the Pilgrimage in Mecca, Saudi Arabia from (date) to (date)

Sincerely yours,

(Signature)

(.....)

Comments by Supervisor

Approved

Disapproved (if disapproved, give reason)

(Signature)

Position

Date signed/...../.....

Comments by Senior Supervisor

Approved

Disapproved (if disapproved, give reason)

(Signature)

Position

Date signed/...../.....

Order

Approved

Disapproved (if disapproved, give reason)

(Signature)

Position

Date signed/...../.....