

Cancellation for Leave Request

King Mongkut's University of Technology Thonburi

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

Subject :

To :

I (Mr., Miss, Miss) Position / Title Division / Department Office/ Institute / Faculty was allowed to take leave .from (date) to (date) total number of work days.....

Nevertheless, I would like to cancel my leave request because..... Number of days from (date) to (date).....

Sincerely yours,

(Signature)

(.....)

Comments by Supervisor

Approved

Disapproved (if disapproved, give reason)

(Signature)

Position

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

Order

Approved

Disapproved (if disapproved, give reason)

(Signature)

Position

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