

Leave from for wife give birth

King Mongkut's University of Technology Thonburi

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

Subject : Request for wife give birth

To :

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

Authority Level.....Division/Faculty.....Office/Center/Department

.....Need to on leave because my wife will give birth name

.....give birth on.....month.....year.....

I need to approve to help and take care my wife when she give birth on.....until

..... number of work days Public holiday..... days total day

During my absence, I can be reached at.....

Tel.....Person responsible in my absence is

Sincerely yours

(Signature).....

(.....)

Comments by Supervisor

() Approved

() Disapproved (give reason).....

(Signature).....

(.....)

Position

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

Official approval on request

() Approved

() Disapproved (give reason).....

(Signature).....

(.....)

Position

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