



How to request a Letter of Certification

1. Fill out the request form
2. Submit the form to Division of Human Resource and Organization, 1st floor Administration Building or fax to 3708

Request Form for Letter of Certification

Written at Walailak University

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

① Director of Division of Human Resource and Organization

I, (Mr./ Mrs./ Ms.)

Position of

Phone Number

Would like to request the following letter(s) of certification:

1. **Salary Certificate**

In Thai Copy (ies)

In English Copy (ies)

Purpose of request

1. **Salary Certificate (For Visa Application)**

In Thai Copy (ies)

In English Copy (ies)

2. **Employment Certificate**

In Thai Copy (ies)

In English Copy (ies)

Purpose of request

3. **Certificate of completion (In case of resignation)**

In Thai Copy (ies)

In English Copy (ies)

Last working date.....

Please consider and process accordingly.

Signed (Applicant)

(.....)

②

To Director of Division of Human Resource and Organization

Please consider

Date//

③

Approved

Other

(Mrs. Somporn Boonkiatedechakul)

Acting on behalf of Head

Division of Human Resource and Organization

Date//