



Sathree Phuket School
Mueang, Phuket 83000

Date.....

Ref. To Swap the Duties

Dear The Vice Director of Student Affairs :

I am (Mr. / Miss / Mrs.)

Program with the gate duties on (Morning / Afternoon)

Area I cannot perform my duties because

I would like to exchange my duties with (Mr. / Miss / Mrs.)

..... Program I intend to perform the gate duties on

(Morning / Afternoon) Area

Respectfully Yours,

Signature

Teacher's Name who would like to make an exchange

Signature

Teacher's Name who agrees

Vice Director of Student Affairs' Opinion

Approve Disapprove

Signature

(Miss Sukanya Nimmano)

Vice Director of Student Affairs

Sathree Phuket School