**恩泰實業（泰國）有限公司**

**Enrich Industrial (Thai) Co., Ltd.**

**內 部 聯 絡 單 MEMORANDUM**

**日期Date :[DATE]**

**呈TO： COO**

**CC: Mr. Ashton, Mr. Rick, IT-Director, GM**

**主旨Subject: Request email activation for new employees**  
 As our company has recently hired a new employee in the 【[Department]】 department, the 【[Department]】 team requests activation of the company email account for the new employee.

Details are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | FirstName | LastName | Employee | Department |
|  |  |  |  |  |
|  |  |  |  |  |
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核准： 覆核： 製表：

Approved by: Reviewed by: Prepared by: