**恩泰實業（泰國）有限公司**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **內 部 聯 絡 單 MEMORANDUM**  **日期Date：2025/02/05**    **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 IT department, the IT team requests activation of the company email account for the new employee.  Details are as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NO.** | **FirstName** | **LastName** | **Employee ID** | **Department** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

核准： 覆核： 製表：

Approved by: Reviewed by: Prepared by: