**恩泰實業（泰國）有限公司**

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

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| **內 部 聯 絡 單 MEMORANDUM**  **日期Date：2025/02/05**    **呈TO： COO**  **CC: Mr. Ashton, Mr. Rick, IT Headquarter, GM**  **主旨Subject: Request email activation for new employees**  As the company has recently hired a new employee for the position of Architect Engineer under the IT department, the IT team would like to request the activation of the company's email account for the said employee. The details are as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NO.** | **FirstName** | **LastName** | **Employee ID** | **Department** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

核准： 覆核： 製表：

Approved by: Reviewed by: Prepared by: