

JENBUNJERD CO., LTD.
EMPLOYEE ACTION REPORT

NAME POSITION EMPLOYEE ID
 SECTION DEPARTMENT
 DATE OF COMMENCEMENT (วันเริ่มงาน) :

ACTION : โยกย้าย เลื่อนตำแหน่ง อื่น ๆ
 ☐ TRANSFER ☐ PROMOTION ☐ OTHERS

PARTICULARS	CURRENT STATUS	STATUS CHANGE TO
1. POSITION		
2. REPORTING TO		
3. LEVEL		
4. SECTION		
5. DEPARTMENT		
6. INCOME		

EFFECTIVE DATE OF THIS ACTION

REMAEK

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ACKNOWLEDGMENT / APPROVAL

PRESENT DEPARTMENT	NEW DEPARTMENT
DIVISION MGR. DATE / /	DIVISION MGR. DATE / /
HUMAN RESOURCES MGR. DATE / /	HUMAN RESOURCES MGR. DATE / /
DEPARTMENT MGR. DATE / /	DEPARTMENT MGR. DATE / /

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 MANAGING DIRECTOR

DATE / /