

## Activity

5.4

## Requesting Approval &amp; Internal Announcement

"memo ขออนุมัติ"



Memo ถูกเขียนขึ้นเพื่อสื่อสารในเรื่องต่าง ๆ ภายในสำนักงาน หรือองค์กร รวมถึงเรื่องของการขออนุมัติ และการแจ้งประกาศ หลังจากมีการอนุมัติ

Memo # 2 (for informing staff & announcing an important event)

Memo # 1 (for requesting approval)

## Memorandum

To President  
From DM-HR  
Date December 3, 2024  
Subject Approval Request for New Year Party Venue

Following the votes from the hotel staff regarding the venue for the New Year Party in 2025, Pranburi received the majority of votes (approximately 80% of the staff voted for Pranburi).

Therefore, I would like to request your approval to proceed with the results of the vote.

## MEMO

To All staff  
From President  
Date December 11, 2024  
Subject New Year Party for all employees

The year 2024, which is ending in a few weeks, has been a busy year for all of us. We have experienced many changes and encountered various challenges in our hotels. To express gratitude to all staff for their determination and creativity contributed to the hotel's success, I would like to invite everyone to join the New Year Party at Pranburi Resort Garden from January 10th to 12th, 2025. Further details regarding the party will be posted on the intranet by the end of this week.

John Howard  
President

memo#2 แจ้งให้พนักงานทราบ และประกาศเกี่ยวกับเหตุการณ์สำคัญ

**Exercise A** From the two memos above, complete the following blanks.

- 1 Memo#1 was written from DM-HRM to \_\_\_\_\_. Its purpose is to request approval for selecting a place to have the 2025 New Year party.
- 2 Memo#2 was written from the President to \_\_\_\_\_. Its purpose is to inform staff that they are invited to join the 2025 New Year party.
- 3 The purpose of Memo#1 is to request the approval of the \_\_\_\_\_ for arranging the New Year party.
- 4 The New Year party is going to be held at \_\_\_\_\_.
- 5 The President's name is \_\_\_\_\_.

