  **บันทึกข้อความ**

**ส่วนราชการ** ................................................. คณะเภสัชศาสตร์ โทร. 3600

**ที่** ศธ 0529.11/ พิเศษ **วันที่**………………………………..…………………………………

**เรื่อง** รายงานผลการเข้าร่วมอบรม/ สัมมนา

**เรียน** คณบดีคณะเภสัชศาสตร์

ตามที่ข้าพเจ้า............................................................ตำแหน่ง...................................................

สังกัด......................................................................................................... ได้รับอนุมัติให้ไปราชการเพื่อเข้าร่วมการอบรม/สัมมนา/ประชุมวิชาการ/ศึกษาดูงาน หลักสูตร...................................................................................

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เมื่อวันที่....................................................................................... ณ.....................................................................

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ในการนี้ ข้าพเจ้าใคร่ขอรายงานผลการเข้าร่วมการอบรม/สัมมนา/ประชุมวิชาการ/ศึกษาดูงาน โดยสรุปดังนี้

**1. เนื้อหา**

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**2. สิ่งที่ได้รับ**

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**3. การนำมาปรับใช้ในงานที่เกี่ยวข้อง**

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จึงเรียนมาเพื่อโปรดพิจารณา

ลงชื่อ ………………………………………………… ผู้รายงาน

(.....................................................)

ตำแหน่ง........................................................

ลงชื่อ ………………………………………………… ผู้บังคับบัญชาชั้นต้น

(.....................................................)

ตำแหน่ง........................................................