

OVERNIGHT VISITOR REQUEST

过夜来宾申请

Name of Employee: 员工姓名:				
Position: 职务:	Department: 部门:			
Accommodation Entitlement: 住宿权:	<input type="checkbox"/>	One Room	<input type="checkbox"/>	One Studio
	<input type="checkbox"/>	单间	<input type="checkbox"/>	单个工作室
<p>I have a request for my guest: 本人为客人（以下为其信息）提出留宿申请：</p> <p>Name: _____ 姓名: _____</p> <p>Gender: _____ 性别: _____</p> <p>Relationship: _____ 与本人关系: _____</p> <p>to stay for _____ night/s in my room at Al Qoz Villa 在本人住处（地址: Al Qoz Villa）住宿 _____ 晚</p> <p>From: _____ to: _____ 发件人: _____ 收件人: _____</p> <p>During the stay, I accept responsibility for him/her and will adhere with the rules and regulations as implemented. 留宿期间，我本人会对他/她负责，并将遵循已实施的规章制度之规定。</p> <p>Thank you. 谢谢！</p>				

Employee's Signature 员工签名	HR Manager & Date 人力资源部经理与日期	GM Signature & Date: 总经理签名与日期