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| **員工離職申請單** | | | |
| **填寫日期\*：** | | | |
| **申請人\*** |  | **所屬部門\*** |  |
| **離職原因\*** |  | | |
| **預計離職日期\*** |  | | |
| **離職後聯絡資訊** | | | |
| **住家電話\*** |  | **手機\*** |  |
| **Email\*** |  | | |
| **地址\*** |  | | |
| **備註** |  | | |