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| **員工獎懲公佈單** |
| **填寫日期\*：** |
| **姓名\*** |  | **所屬部門\*** |  |
| **職稱\*** |  | **生效日期\*** |  |
| **獎懲事由\*** |  |
| **獎懲類別\*** |  |