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| **銷假單** | | | |
| **申請日期\*：** | | | |
| **申請人**\* |  | **申請部門**\* |  |
| **原請假事由**\* |  | | |
| **原請假類型**\* |  | | |
| **原請假開始日期**\* |  | **原請假結束日期**\* |  |
| **原請假時數**\* | 小時 | | |
| **取消請假原因**\* |  | | |
| **備註** |  | | |