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| **離職證明書** | | | |
|  | | **填寫日期\*：** | |
| **姓名\*** |  | **部門\*** |  |
| **職稱** |  | **身份證字號\*** |  |
| **性別** |  | **出生日期\*** |  |
| **到職日期\*** |  | **離職日期\* (最後工作日)** |  |
| **離職原因** |  | | |
| **備註** |  | | |
| **上列各項確實無訛特此證明** | | | |
| **公司\*(全銜)** |  | | |
| **負責人\*** |  | | |
| **公司地址\*** |  | | |
| **公司簽章** |  | | |