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| **離職面談單** | | | |
| **填寫日期**\*： | | | |
| **填寫人\*** |  | **所屬部門\*** |  |
| **離職人\*** |  | **離職所屬部門\*** |  |
| **離職職稱\*** |  | **離職部門主管\*** |  |
| **到職日期\*** |  | **離職日期\*** |  |
| **面談人\*** |  | **面談日期\*** |  |
| **離職原因\*** |  | | |
| **工作** | **滿意度** | | **評語** |
|  |  | |  |
| **薪資福利** | **滿意度** | | **評語** |
|  |  | |  |
| **管理** | **滿意度** | | **評語** |
|  |  | |  |
| **離開公司後未來規劃** | | | |
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