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| **離職申請單** | | | | | |
| **填寫日期**\*： | | | | | |
| **申請人\*** |  | **所屬部門\*** | |  | |
| **到職日\*** |  | **預計離職日\*** | |  | |
| **離職原因\*** |  | | | | |
| **離職後聯繫方式\*** |  | | | | |
| **備註** |  | | | | |
| **離職手續** | | | | | |
| **會簽部門** | **應移交事項** | | **說明** | | **未清物扣款** |
|  |  | |  | |  |
| **實際離職日期\*** |  | | | | |