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|  |  | | | | | **社内便** | | | | | | | |  | | | | |  |  |  |  |  |  |  | **社内便** | | | | | | | |  |  |  |  |  |  |
|  |  |  |  |  |  | No. | |  | | |  |  |  |  |  |  |  | No. | |  | | |  |
|  |  | 受け取られたら、線を引いて消してください。 | | | | | | | | | | | | | | | |  |  |  |  | 受け取られたら、線を引いて消してください。 | | | | | | | | | | | | | | | |  |  |
|  | 月日 | | 概略 | | | | |  | 部署 | | | | | | 氏名 | | | |  |  | 月日 | | 概略 | | | | |  | 部署 | | | | | | 氏名 | | | |  |
|  | 5 | | 慶弔規程  について | | | | | 発信 | 総務部 | | | | | | ○○ | | | |  |  |  | |  | | | | | 発信 |  | | | | | |  | | | |  |
|  | 28 | | 受信 | 営業部第二課 | | | | | | △△ | | | |  |  |  | | 受信 |  | | | | | |  | | | |  |
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