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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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