遅　刻　届

　　　　　　　　　　　　　　殿

社員№

氏　名　　　　　　　　　　　　　　　　印

所　属

届出日　令和　　　　年　　　　月　　　　日

下記のとおり届出いたします。

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 遅 刻 日 | 令和 |  | | 年 |  | | 月 |  | | 日（ |  | | ） |
| 出社時刻 |  | | 時 | | |  | | | 分に出社 | | |  | |
| 遅刻時数 |  | | 時間 | | |  | | | 分の遅刻 | | |  | |
| 理　　由 |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 備　　考 |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | 検印 |
|  |  |  |  |  |