早　退　届

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社員№

氏　名　　　　　　　　　　　　　　　　㊞

所　属

届出日　令和　　　　年　　　　月　　　　日

下記のとおり届出いたします。

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| 早 退 日 | 令和 |  | | 年 |  | | 月 |  | | 日（ |  | | ） |
| 早退時刻 |  | | 時 | | |  | | | 分に退社 | | |  | |
| 早退時数 |  | | 時間 | | |  | | | 分の早退 | | |  | |
| 理　　由 |  | | | | | | | | | | | | |
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