

**銷假申請表**  
**Leave Cancellation Application**

申請日期 (Application Date) :		部門 (Department) :			
申請人姓名 (Applicant) :		職員編號 (Staff ID) :			
<b>假期類別 Category of Leave</b> <small>Please give a tick in the appropriate box</small>	請假日期 Date of Leave		請假天數 No. of Days	銷假原因 Reasons of Cancellation	備註 Remarks
	由 From	至 To			
<input type="checkbox"/> 年假 Annual Leave					
<input type="checkbox"/> 事假 Causal Leave					
<input type="checkbox"/> 補假 Compensation Leave					
申請人簽署 (Applicant Signature) : _____		部門主管簽署 (Supervisor Signature) : _____			

For HR Used	
Date	Staff

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