





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):			
假期類別 Category of Leave Please give a tick in the appropriate box	請假日期		==	假天數	松田 百日	備註 Remarks
	Date of Leave				銷假原因 Reasons of Cancellation	
	由 From	至 To	INO.	of Days	Reasons of Cancellation	Remarks
□ 年假 Annual Leave						
□ 事假 Causal Leave						
□ 補假 Compensation Leave						
申請人簽署 (Applicant Signature):				——— 部門主管簽署 (Supervisor Signature):		

For H	For HR Used				
Date	Staff				

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