業務引継書

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| 前任者 | 〔前任者名〕 | 所属 | 〔前任者の所属〕 |

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| No. | 後任者 | 引継ぎ項目 | 内容 | 引継日 | ﾁｪｯｸ | 備考 |
| １ | ○○ | 〔引継業務〕 | 〔ここから本文〕 | / | □ |  |
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※上記の通り引き継ぎを行いました。

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| 作成日 | | ２０XX年XX月XX日 | | | |
| 作成者 | |  | | | |
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| **承認** |  |  |  |  |