**离职申请**

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| 姓名 |  | | 性别 |  | 联系电话 |  |
| 所在部门（项目部） |  | | 职务 |  | 入职时间 |  |
| 离职原因 | |  | | | | |
| 部门主管（项目经理）意见 | |  | | | | |
| 资质管理部  意见 | |  | | | | |
| 办公室意见 | |  | | | | |
| 分管副总经理意见 | |  | | | | |
| 常务副总经理意见 | |  | | | | |
| 财务部意见 | |  | | | | |