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| **工作交接表** | | | | | |
| 移交人： |  | 部门： |  | 移交日期： |  |
| 交接清单 | | | | | |
| 移交内容 | | | | 接手人/接手时间 | 备注 |
| 工作内容（工作内容任务及完成情况、客户资料、电脑资料等） |  | | |  |  |
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| 工作物品（办公物品等） |  | | |  |  |
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| 行政人事部（工作服及物品） |  | | |  |  |
| 财务部（是否有借款） |  | | |  |  |
| 其它 |  | | |  |  |

总经理签字：