**( )部门**

**工作周报**

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| **姓名** |  | **岗位** |  | **时间** |  |
| **本周工作计划** | | | | **完成情况** | |
|  | | | |  | |
| **下周工作计划** | | | | **时间** |  |
|  | | | | | |
| **工作中发现问题及建议** | | | | | |
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