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| 始末書 | | | | | | | | | | | | | | | | | | | | |
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| 以下の通り、報告いたします。 | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |
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| 始末書の原因となる事象の発生日時 | | | | | | | | | | | | | | | | | | | | |
|  | | 年 |  | 月 |  | 日 |  | | 時頃 |  | | | | | | | | | | |
|  | ※複数の日にちをまたぐ場合は、下記に記入 | | | | | | | | | | | | | | | | | | | |
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| 状況・内容 | | | | | | | | | | | | | | | | | | | | |
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| 発生原因 | | | | | | | | | | | | | | | | | | | | |
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| 今後の防止対策等 | | | | | | | | | | | | | | | | | | | | |
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