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| 会社名 | | | | | | | | | | | | | | | | | | |
|  | 職名 | | 氏名 | | | | | | 殿 |  | | | | | | | | |
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| 休　職　届 | | | | | | | | | | | | | | | | | | |
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|  | このたび、下記の事由によって休職をいたしたく存じます。  よろしくお取り計らいの程、お願い申し上げます。 | | | | | | | | | | | | | | | | |  |
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| 記 | | | | | | | | | | | | | | | | | | |
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| 1. | 休職理由 |  | | | | | | | | | | | | | | | | |
| 2. | 休職期間 | 自 |  |  | |  | 年 |  | | | 月 |  | | 日 |  | | | |
| 至 |  |  | |  | 年 |  | | | 月 |  | | 日 |  | | | |
| 3. | 添付書類 | 診断書等 | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | 以上 | | |
|  | | | | | | | | | | | | | | | | | | |
|  | | | | | 所属を記入 | | | | | | | | | | | | |  |
|  | | | | | 氏名を記入 | | | | | | | | | | | 印 | |  |