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| 所属を記入 | | | | | | | | | | |  | | | | | | |
| 定年者氏名を記入 | | | | | | | | | | | 殿 |  | | | | | |
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|  | 貴方は当社の就業規則第○条により、きたる令和○年○月○日付にて定年を迎える運びとなりました。  　これまで当社の発展に尽力されたことに感謝するとともに、今後のご活躍をお祈り申し上げます。  　つきましては下記の通りご通知いたします。 | | | | | | | | | | | | | | | |  |
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|  | 根拠条文 | | |  | 就業規則第 | | | |  | | 条 |  | | | | | |
|  |  |  | 根拠条文を抜粋して記入 | | | | | | | | | | | |
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|  | | | | | | | | 会社名を記入 | | | | | | | | | |
|  | | | | | | | | 肩書・氏名を記入 | | | | | | | | 印 | |