**出勤情况说明单**

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| --- | --- | --- | --- |
| **姓名** |  | **单位** |  |
| **时间** |  | | |
| **类别** | **全天□ 迟到□ 早退□（请在对应出打“√”）** | | |
| **事由** |  | | |
| **领导签字** |  | | |