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| 業務引き継ぎ計画書 | | |  |  |  |  | 前任者 |  | | 後任者 |  | |
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| 業務名 | | | 取引先 （担当者・連絡先） | | 業務内容 | | | | 引き継ぎスケジュール | | | |
| 1月 | | 2月 | |
| 〇〇発送業務 | | | 株式会社〇〇　店舗事業部 大田・00−0000−0000 | | カタログ納品 | | | |  | 1月15日納品より引き継ぎ |  |  |
| 〇〇の会　定例会議の案内業務 | | | 別途ファイル有り（現会員　23名） 会場：AAAAホテル　 宴会部　00−0000−000（石井、田中） | | 定例会議の案内の作成と、 当日の会場準備についてのホテルとのやり取り | | | | 1月末〜2月頭に 引き継ぎ挨拶 |  |  |  |
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