附件3：

**请假单**

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| **单位：** | | | | |
| **序号** | **姓名** | **请假理由** | **手机号码** | **本人签名** |
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注：请假单请于10月22日（周三）下午5:30前发送至邮箱gzstsgxh@gzlib.org.cn，或通过粤政易发至宁亚龙。