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| 附件： 东南大学成贤学院工作交接清单 | | | | | | | | |
| 所在单位： |  | | 交接时间： | |  | |  |  |
| 移交人 |  | 部门 |  | | 岗位 | |  | |
| 接收人 |  | 部门 |  | | 岗位 | |  | |
| 交接原因： | 调动 | | 离职 | | | | 其他 | |
| **交接内容** | | | | | | | | |
|  |
| **交接事项明细** | | | | | **交接情况** | | **备注** | |  |
| 工作内容交接 |  | | | |  | | 可另附表 | |  |
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| 文件资料交接 |  | | | |  | | 可另附表 | |  |
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| 物品设备交接 |  | | | |  | | 可另附表 | |  |
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|  | | | |  | |  |
| 电子资料交接 |  | | | |  | | 可另附表 | |  |
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|  | | | |  | |  |
| 其他 |  | | | |  | | 可另附表 | |  |
|  | | | |  | |  |
| **签字审批** | | | | | | | | |  |
|  |
| 移交人签字 |  | | | 接收人签字 | |  | | |  |
| 分管领导审审批意见 |  | | | | | | | |  |
|  |
| 本表一式三份，由当事人各留存一份，组织人事部备案一份。 | | | | | | | | |  |