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|  | ИНН |  |
| (наименование организации) |  |  |

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|  | ПРИКАЗ **«О дисциплинарном взыскании»** | Номер | Дата составления |
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**(краткое описание дисциплинарного проступка, ФИО нарушителя и иная необходима информация)**

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**(формулировка дисциплинарного проступка, ссылка на пункт ТК РФ или иного локального акта)**

**ПРИКАЗЫВАЮ:**

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**(формулировка дисциплинарного взыскания, документы-обоснования, принятое администрацией решение)**

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| **Руководитель организации** |  |  |  |  |  |
|  | (должность) |  | (личная подпись) |  | (расшифровка подписи) |

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| **С приказом ознакомлен работник** |  | “ |  | ” |  | 20 |  | г. |
|  | (личная подпись) |  |  |  |  |  |  |  |