Руководителю\_\_\_\_\_\_\_\_\_\_
                                                                                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
                                                                                   от \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
                                                                                   должность \_\_\_\_\_\_\_\_\_\_\_\_\_

                                        ОБЪЯСНИТЕЛЬНАЯ ЗАПИСКА

       Я, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ находясь на рабочем месте\_\_\_\_\_\_\_\_\_,
11.02.2013 года в 12-00 часов совершил \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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     Свою вину в содеянном признаю полностью, не признаю из следующих
оснований: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

     Об ответственности, согласно приказу № \_\_\_\_\_, предупрежден (на).

  Дата и подпись