復審答辯書內容可參考下表：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **復審答辯書**復審標的金額或價額：新臺幣 元(若無此項，則省略)

|  |  |
| --- | --- |
| 復審人： | ○○○ |
|  | 國民身分證統一編號： |
|  | 出生年月日： |
|  | 服務機關： |
|  | 職稱及官職等： |
|  | 住居所(郵遞區號)： |
|  | 電話： |
|  | 送達代收人： |
|  | 送達處所： |
| 原處分機關： | ○○○ |
| 答辯機關： | ○○○ |
|  | 地址(郵遞區號)： |
|  | 電話： |
|  | 電子郵件： |

行政處分書發文日期及文號： (退休核定函、銓敘審定函、派令、免職令、停職令等）復審人收受或知悉行政處分之年月日：復審人○○○先生/女士因○○事件，不服本部（會、局、署、府…）民國○年○月○日第○○○號函之行政處分，提起復審案，依法答辯如下：答辯聲明請求駁回復審。事實及理由1. 事實
2. 理由
3. 對復審人訴稱之回應

證據清單：

|  |  |  |  |
| --- | --- | --- | --- |
| 證據編號 | 證據名稱或內容 | 所附卷宗及頁碼 | 備註 |
| 1 | 原行政處分書影本(含送達證書) |  |  |
| 2 | 復審書正本 |  |  |
| 3 | 復審人簡歷表及職務說明書 |  |  |
| 4 | 考績委員會(含票選委員選舉作業)、會議紀錄及相關簽呈 |  |  |
|  |  |  |  |

 此致公務人員保障暨培訓委員會答辯機關：代表人：中華民國○○年○○月○○日 |