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<td style="font-family: Arial; margin: 0px; font-size: 12px; font-weight: bold;" colspan="3" width="100%">**Prénom NOM**</td>

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<td style="font-family: Arial; margin: 0px; font-size: 11px;" colspan="3" width="100%">**Poste - fonction**</td>

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<td style="font-family: Arial; margin: 0px; font-size: 11px;" colspan="3" width="100%">**Bureau – département** </td>

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<td style="font-family: Roboto, RobotoDraft, Helvetica, Arial, sans-serif; margin: 0px;" colspan="3" width="100%">&nbsp;</td>

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<tr>

<td style="font-family: Arial; margin: 0px; font-size: 11px;" colspan="3" width="100%">5, rue Joseph de Carayon-Latour, CS 81499, 33060 BORDEAUX Cedex</td>

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<td style="font-family: Arial; margin: 0px; font-size: 11px;" colspan="3" width="100%">T&eacute;l : **05 00 00 00 00 – Poste XXXX** &nbsp;</td>

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<td colspan="3">&nbsp;<a style="color: #1155cc;" href="http://www.ac-bordeaux.fr/" target="\_blank">www.ac-bordeaux.fr</a></td>

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<p><span style="font-family: arial, helvetica, sans-serif; font-size: 8pt; color: #008000;"><em>Pas &agrave; pas, agissons au quotidien pour pr&eacute;server notre environnement.&nbsp;</em></span><em><span style="font-family: arial, helvetica, sans-serif; font-size: 8pt; color: #008000;">N&rsquo;imprimez ce courriel et les documents joints que si n&eacute;cessaire.</span></em></p>