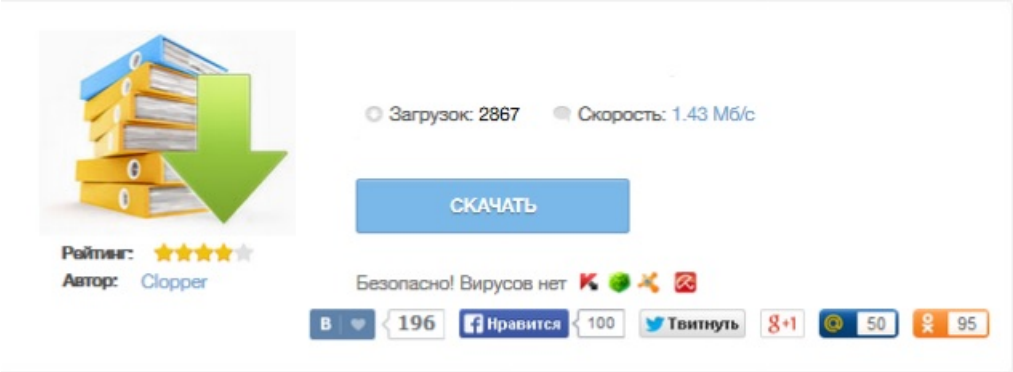образец бланка приказа на увольнение