

**Dismissal Notice**  
**解雇通知书**  
**Disciplinary Procedure**  
**纪律处分程序**

**Employee's Name:** .....

员工姓名:

**Clock No.:** .....

考勤卡号: .....

**Position :** .....

职务: .....

**Department :** .....

部门:

**Date :** .....

日期: .....

Further to your interview on ..... (Date), it has been decided that the following disciplinary action will be taken (delete as appropriate):

将在..... (日期) 与您进一步面谈。已决定对您给予如下纪律处分  
(视情况删减):

1. Dismissal with ..... Days notice
1. 解雇, 并提前..... 天发出通知
2. Summary dismissal for Gross Misconduct
2. 对严重失职行为给予实时解雇处分

**Reason(s):**

原因:

(Continue on another sheet if necessary)

(若有必要, 请在另外的纸张上继续填写)

**Signature:** ..... .....

签名:

Human Resources Manager

人力资源部经理

Department Head

部门主管

General Manager

总经理

**Date:**

日期:

**Copy given to employee: Yes / No**

将复件给予员工: 是/否