

Name of Employee: 员工姓名:																							
Subject and Description: 主题和描述:																							
<p>This is to advise you that the following change in the employment of: 旨在通知你下列人事雇用方面的变化:</p> <p>.....</p>																							
<p>Has been approved to become effective from..... 批准生效日期为.....</p>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Department/Position 部门/职位</th> <th style="width: 10%;">Grade 级别</th> <th style="width: 10%;">Emp nb 员工编号</th> <th style="width: 15%;">Salary 薪资</th> <th style="width: 15%;">Status 状态</th> </tr> </thead> <tbody> <tr> <td>From 从</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>To 到</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Department/Position 部门/职位	Grade 级别	Emp nb 员工编号	Salary 薪资	Status 状态	From 从						To 到					
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<p>Reason: 原因:</p> <p>Merit: Promotion: General Increase: 功绩: 晋升: 一般加薪:</p> <p>Other (specify)..... 其它 (说明) :</p>																							
<p>Warning Record (Last 6 Months)..... 警告记录 (前 6 个月) :</p>																							
<p>Initial Employment: Date Pay 初始入职: 日期: 薪资:</p>																							
<p>Last Increase Date: 上次加薪: 日期: Pay: 薪资:</p>																							
<p><u>Department Head:</u> <u>部门主管:</u></p>																							
<p>Signature: 签名: 日期:</p>																							

HR Manager Signature & Date: 人力资源部经理签名与日期:	DOF Signature & Date: 财务总监签名与日期:	GM Signature & Date: 总经理签名与日期: