

Name of Employee: 员工姓名:					
Subject and Description: 主题和描述:					
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: .....					
Has been approved to become effective from: ..... 批准生效日期为: .....					
	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					
<b>Reason:</b> 原因: Merit: ..... Promotion: ..... General Increase: ..... 功绩: ..... 晋升: ..... 一般加薪: ..... Other (specify) ..... 其它(说明): .....					
Warning Record (Last 6 Months) ..... 警告记录(前6个月): .....					
Initial Employment: ..... Date ..... Pay ..... 初始入职: ..... 日期: ..... 薪资: .....					
Last Increase      Date: 上次加薪:      日期: Pay: 薪资: .....					
<b><u>Department Head:</u></b> <b><u>部门主管:</u></b>  Signature: ..... 签名: ..... Date: ..... 日期: .....					

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: