

Date 日期: [Jul 6, 2023]
[黄奔]先生
Mobile Phone 联系电话: [19851692065]
E-mail 邮箱: [2216641240@qq.com]

Offer Letter 聘用信

Dear Mr. Ben Huang,
尊敬的黄奔先生,

As agreed between **Jiaxing Clinflash Computer Technology Co. Ltd.** and yourself, we are pleased to extend our offer of employment to you based on the following terms and conditions.
嘉兴易迪希计算机技术有限公司（以下简称“公司”）很高兴地依照以下条款向您发出聘用邀请。

Title 职位	Junior Software Engineer 初级软件工程师
Department 部门	Research and Development Department 研发部
Location 主要工作地点	Shanghai, China 中国, 上海市
Reporting Line 上级主管	You will report to Senior Manager, R&D, Baiqing Chen and/or such other person as nominated by the management. 您将汇报给 研发高级经理, 陈柏青 和/或管理层任命的其他人员。
Commencement Date 入职日期	Jul 10, 2023 2023年7月10日
Salary 薪酬	Your monthly salary is RMB 6800 , and probation pay will be 6800 . The Company maintains the right to adjust your monthly salary when your title, position or work place is changed and when the operation is in need of and according to your performance, local consumer price index and the like. The company will withhold the amount of income tax from your gross salary in accordance with the laws and regulations of P.R.China. 您每月税前薪资为 6800 元, 试用期月税前薪资为 6800 元。 公司将保留当您的职称、职位或者工作地点变更后在必要的时候根据您的绩效、当地居民价格消费指数和相应因素对您月薪做出调整的权利。 公司将根据税法的相关规定, 从您的工资中扣除个人所得税, 并代缴至税务机关。
Social Benefit 社会福利	The Company and you will contribute to social insurance and housing fund according to local related laws and regulations. The individual contribution part will be deducted from your monthly base salary before tax and paid to related authorities on your behalf. 您与公司将依据当地政策共同缴纳国家规定的所有社会保险及住房公积金。个人缴纳部分将会从税前基本工资中扣除, 由公司代缴。
Other Benefit	Commercial medical insurance; Meal allowance RMB400 /Month ; Transport allowance RMB100 /Month ; Communication allowance RMB100 /Month . Other benefits will be made in accordance with the company policies.

其他福利

商业医疗保险:公司在上海为员工办理商业医疗保险,具体见《商业医疗保险范围及理赔细则》;

餐费补贴400元/月;交通补贴100元/月;通讯补贴100元/月。

其他福利根据公司相关福利制度执行。

Contract Period and probation period

You will have 6 months' probation period with a **3 years'** employment contract from your commencement date. We'll revoke the labor contract if your performance was not up to the standard of job requirement. You can dissolve the labor contract if you notify in writing the employer 30 days in advance (3 days in advance during the probation period), and before leaving Jiaxing Clinflash Computer Technology Co. Ltd., you must finalize the handing-over procedure, or Jiaxing Clinflash Computer Technology Co. Ltd. reserves the right of taking relative action based on the company regulation and related law.

合同期限及试用期

自入职之日起,您将签订为期3年的劳动合同,其中试用期6个月。在您任职期间,公司将会要求您通过规定的试用期。您在试用期内被证明不符合岗位要求,公司将与您解除劳动合同,不支付经济补偿金。在试用期内辞职需至少提前3天,试用期后需至少提前1个月提出书面辞职申请,并在完成离职交接手续后离开公司,否则公司有权根据劳动合同法相关规定进行追诉。

Medical Examination

You are required to undergo a full medical examination. The employment is in effect only upon a successful result of the examination.

入职体检

您在正式上班之前,需要参加一次全面的入职体检。只有体检合格,公司与您之间的聘用关系方成立并有效。

Upon your accepting this offer letter, you should have agreed and accepted all the policies and regulations of Jiaxing Clinflash Computer Technology Co. Ltd.

您在接受此聘用信的同时,已经视为同意和接受嘉兴易迪希计算机技术有限公司所有的制度和政策。

Please note that your acceptance of this offer letter shall not be deemed to have established an employment relationship between you and the Company, either legally or factually before an employment contract has been entered into.

请注意:您收到这份通知书并不意味着我公司与您在签订书面合同之前已经建立了法律上或事实上的劳动关系。

This Offer will remain open until [Jul 9] 2023 and shall lapse automatically if the Company does not receive the confirmation letter by 5pm, [Jul 9]. Please submit your quit proof from your former employers. We also reserve the right of reference check and the offer will be invalid if you couldn't pass reference check.

这份通知书有效期至2023年[7月9日],另外,如果我公司在[7月9日]下午5点之前没有收到您的确认函,这份通知书将自动失效。入职时必须提供上一家公司的离职证明。同时,我们保留对您做背景调查的权利,若您无法通过背景调查,该聘用信自动失效。

You represent that you are not employed by any other entity, that your employment by the Company does not violate any of your contractual or statutory obligations, and that you have full capacity to enter into an employment contract with the Company.

您声明您不受雇于其他实体,您与公司的聘用关系不会与您任何的法律义务以及合同义务有冲突矛盾之处,并且您有足够的资格与公司签订劳动合同。

To signify your acceptance of all the terms and conditions of this offer letter, please sign and return the signed copy of the confirmation letter to yi.zhu@clinflash.com.

如您接受上述所有条款,请打印该聘用信,并在确认函上签字后扫描发送给[\[yi.zhu@clinflash.com \]](mailto:yi.zhu@clinflash.com),入职时请提交签字原版给人力资源部以确认存档。

Wish you every success in Tigermed Group!

祝您在泰格医药工作取得成功!

Jiaxing Clinflash Computer Technology Co. Ltd.
嘉兴易迪希计算机技术有限公司

CONFIRMATION LETTER 确认函

I confirm that I have read and fully accept and shall be bound by the terms and conditions as set forth in this Offer Letter issued by **[Jiaxing Clinflash Computer Technology Co. Ltd.]** on _____ 2023.

本人确认已于2023年____月____日阅读并完全接受[嘉兴易迪希计算机技术有限公司]通知书中所规定条款，并承诺将受上述条款的约束。

Signature (签名) _____ Name (姓名) 黄奔 Date (日期) _____

ID Number 身份证号码 _____