

致 To	Mr. Zhou Jingran Intern – Summer	發送人參考編號 Our Ref CLPPHR / 16836
發送人 From	Ms. Pauline Chan Assistant Human Resources Manager	
經辦人 Thru	Mr. Pubudu Abayasiri Senior Manager – COE Analytics	
日期 Date	31 August 2017	
題目 Subject	End of Internship	

I refer to your appointment letter and wish to inform you that your last day of service with the Company will be 31 August 2017. You will be paid up to and including 31 August 2017.

All items of Company property, your Company I.D. Card and CLP Power Safety Rules shall be returned to your supervisor on your last day of work.

Would you please complete the attached 'Mentor Evaluation Form' and 'Employment Termination Notice'? Please also provide your contact information in the attached 'Future Contact Information Form' for future communication. Please be reminded to seek your supervisor's endorsement on the 'Employment Termination Notice' and return all the completed forms to Ms. Grace Tsui of Human Resources – Corporate Units on or before 31 August 2017.

Should you have any query on the above, please feel free to contact me at 2678 8542.

Thank you for your service to the Company.

Pauline Chan  
Assistant Human Resources Manager

Encl.: (1) Mentor Evaluation Form  
(2) Employment Termination Notice  
(3) Future Contact Information Form

*pc/ gt/ end of contract-Temp*