



和睦家医疗
United Family Healthcare

Date: Sep 9th, 2019

日期: 2019 年 9 月 9 日

Name: Mrs. Peng Ziqi

姓名: 彭子祺 女士

Via email to: ziqipeng@yahoo.com

邮件: ziqipeng@yahoo.com

Strictly Confidential to Addressee

收件人亲启

Dear Mrs. Peng Ziqi

尊敬的彭子祺女士,

First of all, thanks for your patience for waiting for this final offer, as we needed quite some time to have more internal discussions and clarification about the need and the role of this position, and thank you for your great interest and passion in joining United Family Healthcare. We feel that you would be a wonderful addition to United Family Healthcare.

首先,感谢您耐心地等待最终聘用意向书,因为我们需要相当长一段时间进行内部讨论以及解释这一职位的必要性和职责,感谢您对加入和睦家医疗的兴趣和热情。我们相信和睦家团队会因为您的加入变得更好。

As discussed, we are writing to confirm our offer of employment to you as HIS Project Coordinator of BJH. You will report directly to the Manager, HIS, Zhang Jiayan. Your working location will be in Beijing. Your initial start date will be Oct, 14th, 2019.

经过讨论,我们决定正式就北京和睦家医院医疗信息系统协调员这一职位向您发出聘用意向书。您的汇报主管为医疗信息系统经理张佳岩。工作地点为北京。您的入职日期初步定为 2019 年 10 月 14 日。

In line with our current practice, we will prepare a **Three (3) year plus contract with Six (6) months' probation period** for this role.

根据我们的惯例,我们将为你准备一份 3 年多的劳动合同,其中试用期为 6 个月。

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中国北京市朝阳区酒仙桥路 10 号恒通商务园 B7 楼
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In line with our current company compensation and benefits structure and policy, we are offering you following compensation & benefits items:

根据我司当前的薪酬福利架构和政策，我们为您提供以下薪酬和福利：

Compensation 薪酬：

Your monthly base salary for the position is RMB 12,500 gross per month. And your monthly On Call Allowance is RMB 500 Yuan per month. Your base salary will increase to RMB 13,500, and you will get additional grading allowance of RMB 1000 gross per month from the following month of completion of probation.

你的基本月薪为税前人民币 12,500 元，听班津贴为每月税前 500 元；在通过试用期后的次月起，你的基本工资将调整为税前人民币 13,500 元，并你也得到职位级别津贴税前人民币 1000 元。

Benefits 福利：

1. Government mandatory social welfare provided in line with Chinese related law and regulations
中国相关法律法规规定的社会福利
2. Supplementary commercial insurance
补充商业保险
3. Paid Time Off according to company policy.
公司政策规定的带薪休假

This offer is based upon satisfactory completion of the pre-employment health check-up and verification of your references.

这份聘用意向书是基于您的入职前健康检查及背景调查为前提的。

If these terms are agreeable to you, please sign and date this letter in the appropriate place at the bottom and return it to the HR Department within 5 days. You may also confirm the offer via email. By signing this offer, you expressly affirm that you are fully aware of and accept all obligations and liabilities under PRC law. If a labor dispute and/or disagreement arises between your former employer and yourself and, as a result of any inaccuracy or falsehood in any of the above information you provided, the Hospital becomes jointly or severally liable for monetary compensation or any other liability under law, you undertake to compensate the Hospital for all economic losses that it may suffer as a result thereof and to assume all related legal liabilities.

如果你可以接受上述内容，请在这份聘用意向书下方签名并注明日期，于 5 日内送达人力资源部门。你也可以通过邮件形式来确认这份聘用意向书。你一旦签署了这份聘用意向书，就表明你明确地确认你完全意识到并接受在中国相关法律下，因接受此聘用书而带来的你的法律义务和责任。如果因为任何你提供的信息的不准确或者错误而引起的你与你前雇主之间的劳务纠纷或者意见不一致，而导致医院在法律下需共同或各自承担金钱赔偿或其他责任的，你将负责赔偿医院因此遭受的一切经济损失和承担一切相关法律责任。

All of the above said, we want to say again how excited we are at the prospect of your coming on board!

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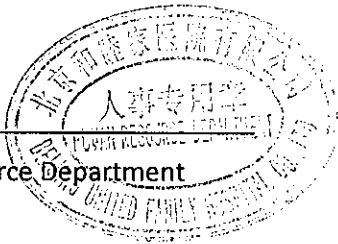
最后，我们再一次欢迎您的加入！

Please let us know if you have any questions, or if we can be of any further assistance at this stage, and we all look forward to working with you together.

如果您有任何疑问或者需要协助，请告知我们，我们期待您早日成为我们中的一员。

Yours Sincerely,

此致敬礼



Human Resource Department

人力资源部

United Family Healthcare

和睦家医疗

Agree and Accepted

同意并接受

Date: _____

日期: _____

