**To** **«=english\_name» «=chinese\_name»**

茲通知，閣下已成功獲聘於馬尼拉太陽城有限公司，請依下列時間到所屬地點上班。

This is to confirm your employment with Suncity Group Manila Inc. Please report to duty according to the information provided below.

|  |  |
| --- | --- |
| 員工編號  Employee No. |  |
| 上班日期 (年-月-日)  Reporting Date (YYYY-MM-DD) |  |
| 上班時間  Reporting Time |  |
| 場館  Location |  |
| 部門  Department |  |
| 職位  Position |  |
| 部門主管姓名及職位  Name & Position of Department Head | Name  - Position |
| 部門聯絡電話  Department Contact No. |  |
| 員工菲律賓聯絡電話  Employee Contact No.in Philippines |  |

閣下如有任何疑問，可致電022991508馬尼拉人力資源部查詢。

Should you have any enquiries, please contact Human Resources Department at 022991508.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 人力資源部簽名 / 日期 |  | 員工簽名 / 日期 |
| Signature of Human Resources Department / Date |  | Signature of Employee / Date |