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| 某某 有 限 公 司 | | | | | | | | | | | | | | | | | | | | | |
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| {{name}} 先生/小姐： | | | | | | | 錄 用 通 知 單 | | | | | | | | | | | | | | |
| 報 到 時 間 | ： | | 民 國 | | | {{date}} | | |  |  | | |  | |  | |  | | |
|  | | | | | | 上 午 | | | | | 9 | | | 時 | | 00 | | 分 | | |
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| 職 稱 ： | | ─{{jobTitle}} | | | | | | | | | | | | | | | | |
| **–** | | | | | | | | | | | | | | | | | | |
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| 一、 薪 資 ：  本 薪 NTD {{baseSalary}}  伙食津貼 NTD 1200  交通津貼 NTD 900  **合 計 NTD {{totalSalary}}** | | | | | | | | | | | | | | | | | | |
| 二、 班 別 ： 做二休二輪班 (公司得視實際需要調整) | | | | | | | | | | | | | | | | | | | | | |
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| 三、倘未克前來報到者，請於接到通知單後，立即簽回並寄給本公司人力資源部某小姐收，如欲提前報到請電：1234567 分機 890 | | | | | | | | | | | | | | | | | | | | | |
| ※試用期間為三個月，如有需要應配合公司訓練課程或至海外出差 | | | | | | | | | | | | | | | | | | | | | |
| 報到時應準備之資料: | | | | | | | | | | | | | | | | | | | | | |
| 1. 一吋或二吋照片二張 | | | | |  | | | | | | |  | | | | | | | | | |
| 2. 身分證影本一份 | | | | | | | |  | | | |  | | | | | | | | | |
| 3. 離職證明(前服務公司) | | | | | | | |  | | | |  | | | | | | | | | |
| 4. 最高學歷證件影本 (攜正本覆核) | | | | | | | |  | | | |  | | | | | | | | | |
| 5. 退伍令影本一份(男性，攜正本覆核) | | | | | | | |  | | | |  | | | | | | | | | |
| 6. 兆豐銀行帳戶影本 | | | | | | | |  | | | |  | | | | | | | | | |
| 7. 新進人員體檢表及收據 | | | |  | | | | | | | |  | | | | | | | | | |
| (限楠梓健仁醫院) | | | |  | | | | | | | |  | | | | | | | | | |
| 某某 有限公司 | | | |  | | | | | | | |  | | | | | | | | | |
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人力資源處 經理