**中新国际联合研究院离职审批手续办理表**

**Sino-Singapore International Joint Research Institute (SSIJRI)**

**Employment Termination Form**

 填表日期Date (YYYYMMDD)：

|  |  |
| --- | --- |
| 姓名Name： | 联系电话Contact No： |
| 部门/项目组Department/Project: |
| 职位Post/Designation: | 离职时间Last Day of Work(YYYYMMDD): |
| 离职Type for termination☐辞职（提前通知）Resigned with Notice ☐辞职（无提前通知）Resigned without Notice☐合同到期End of fixed term contract ☐非自愿原因Involuntary  |
| 离职原因Reason for termination： 本人签名Signature： |

签名Signature Section

|  |  |
| --- | --- |
| 所在部门/项目组意见Comment by Department/Project: |  |
| 签名Signature |  | 日期Date (YYYYMMDD) |  |
| 人事部门意见Comment by HR Department: |  |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |
| 工会意见Comment by Labor Union: |  |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |
| 研究院审批JRI Approval: |  |
| 签名Signature |  | 日期 Date (YYYYMMDD) |  |

离职手续Existing Checklist

|  |  |
| --- | --- |
| 人事HR | ☐档案Files ☐户口Residence ☐党组织关系Party ☐无N.A签名Signature: 日期Date(YYYYMMDD): |
| 工作交接Job Handover | 交接情况Job Handover Notes: |
| 交接人New incumbent:签名Signature: 日期Date(YYYYMMDD): | 监交人Supervised by:签名Signature: 日期Date(YYYYMMDD): |
| 财务 Finance | * 挂账Outstanding bills/fees：☐无NO ☐有YES, 请说明Please specify:
* 工资/费用结算情况Salary Settlement:
* 其它费用Other bills/fees：☐无NO ☐有YES, 请说明Please specify:

签名Signature: 日期Date(YYYYMMDD): |
| 研究院资产Assets/properties | 是否已归还所有研究院财产？Have you returned all assets/properties that belonged to JRI?☐有YES☐无NO, 请说明Please specify:签名 Signature: 日期 Date(YYYYMMDD): |
| 其他Others | * 企业邮箱等企业账户注销JRI email andother accounts are disabled

☐有YES☐无NO, 请说明Please specify:* 宿舍退房Dorm is Vacated

☐有YES☐无NO, 请说明Please specify:* 宿舍钥匙、门禁卡、饭卡、工牌办理归还Key(s) and access card(s) are returned

☐有YES☐无NO, 请说明Please specify: |

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| --- |
| 下方签名确认该员工于\_\_年(YYYY)\_\_\_ 月(MM) \_\_\_日(DD) 完成离职手续办理。Signatures below indicate the employee has completed the above procedures on (date) |
| 员工签名确认Employee Acknowledgement |  | 日期 Date (YYYYMMDD) |  |
| 人事岗签名确认HR Acknowledgement |  | 日期 Date (YYYYMMDD) |  |