

Notice on Standardizing Staff Dismissal Procedures

关于规范离职手续办理的通知

All departments / 各部门：

Recently we notice one phenomenon that some employees submit their resignation application after they completed their vacation in China. This is in violation of the rule that they should notify the company thirty (30) days in advance and conduct the job handover process, thus seriously affecting department's work arrangement and companys's production operation.

近期有部分员工在回国休假结束临时提出辞职，未履行提前三十日通知义务及办理工作交接手续，严重影响部门工作安排和公司生产运行。

According to Article 7 of the *LETTER OF APPOINTMENT* entered into between company and the staff, employees on probation must submit their resignation one week in advance and employees after probation must submit resignation thirty days in advance. Therefore, with immediate effect, if employees do not comply with company policy, i.e. do not submit resignation in advance and do not conduct the handover process, company will treat the case as being absent from work with no reason, and issue the dismissal letter under the status of violation of company policies.

依据员工与公司签订的《聘书》第七条规定，试用期内员工须提前一周以书面形式递交辞职申请，试用期结束的员工辞职必须提前三十日以书面形式递交辞职申请。故即日起，对未按规

定提出辞职申请且未办理工作交接的员工，公司将按旷工处理，
出具违纪解除劳动合同通知书。

The above is hereby notified.

特此通知。

人力资源部

2021 年 11 月 9 日