

Chinese

劳 动 合 同

甲方：

法定代表人：

地址：

乙方：（以下称乙方）

身份证号码：

户籍地址：

现住址：

联系电话：（固定电话）

（员工的上述登记信息若有发生变化的，须在变化后5日内通知人事部，未通知的，由于使用错误信息导致的后果，员工自行承担）

根据《中华人民共和国劳动法》、《中华人民共和国劳动合同法》等国家以及乙方工作地的地方有关劳动法律、法规、行政规章和甲方依法制定的规章制度，甲乙双方遵循自愿、平等、协商的原则，一致同意签订本劳动合同（以下简称合同）。双方共同信守本合同所列各条款，并确认本合同为双方解决争议时的依据。

一、合同类型与期限

1.1、 本合同的类型为： _ _ _ 。

1.1.1.1) 有固定期限合同。期限_个月，自____年__月__日至____年__月__日；

1.1.1.2) 无固定期限合同。自____年__月__日起；

1.1.1.3) 以完成一定工作任务为期限的合同。具体为：_____。

2、其中，试用期为：自__年__月__日起，至__年__月__日止。试用期内乙方要求离职的，必须在试用期满前至少提前3天书面通知甲方。

3、本合同期满终止。本合同期满前一个月，经双方协商一致，可另行续签合同。

English:

Labour Contract

Employer:

Representative:

Address:

Employee: (Hereinafter will be referred as "Employee")

ID Number:

Registered Address:

Current Address:

Tel:

(If any of the above information has been changed, please inform the HR department within 5 days after the revision, or the employee will be solely responsible for the consequences due to using the incorrect information.)

This Labour Contract ("Contract") is signed on a mutual voluntary and equal basis after negotiation by and between the following Employer and Employee in accordance with the Labour Law of the People's Republic of China, the Labour Contract Law of the People's Republic of China, the local Labour Laws and Regulations, Administrative Rule and the

Rules and Regulations constituted by the Employer. Both parties agree to abide by the terms of this Contract, and agree that this Contract will be referred to, to settle the dispute, if any.

I . Type and Duration of Contract

The type of this Contract is: _____.

Fixed-Term Contract. Duration _____ months, commencing on _____(Day) of _____(Month), _____(Year) and ending on _____(Day) of _____(Month), _____(Year);

Open-Ended Contract. Commencing on _____(Day) of _____(Month), _____(Year);

Contract expires when certain task(s) has been completely performed. The task(s) including:_____.

2、 Including the probationary period, which starts from _____(Day) of _____(Month), _____(Year) and ends on _____(Day) of _____(Month), _____(Year). When the Employee has the intention to resign within the period of the probationary period, the Employer shall be informed in writing at least 3 days before the end of the probationary period.

3、 This Contract shall be terminated on the expiration date. This Contract can be extended under the mutual agreement of both parties within 1 month prior to the expiration date of this Contract.