资产经营有限公司在职员工续签劳动合同审批表

**申请人 ：** **日期：** 年 月 日

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **部门** |  | | | | **岗位** | |  | |
| **身体情况** |  | **性别** | |  | | | **出生年月** |  |
| **原合同期及签订次数** |  | | | | | | | |
| **聘期年度考核情况** |  | | | | | | | |
| **拟续签期** |  | | | | | | | |
| **申请概述** | 申请人签字： | | | | | | | |
| 后附申请续签劳动合同 | | | | | | | |
| **部门**  **审核意见** |  | | **行政人事部审核意见** | | |  | | |
| **分管领导**  **审核意见** | 签 | | **总经理**  **审核意见** | | |  | | |