

HONG KONG BAPTIST UNIVERSITY
Human Resources Office

M E M O R A N D U M

To: Team B, Human Resources Office
(Attn.:)

Date:

From:

Ref: HRO/APT/M101R

Confirmation of Assumption of Duty of Newly-appointed Staff

Name: _____ ()

Post Title: _____

Department/Office: _____

Date of Assumption of Duty: _____
(i.e. actual working day) (day/month/year)

Remarks: _____

Signature of Head of Department/Office