# Offer of entry

Dear （Name） :

Hello!

We have the pleasure to inform you that you will be in our company to complete the entry procedures before (Entry Time). You would be work as (Department) in (Position) at a salary of ＄(Salary) per month.

On this occasion, WPS Academy warmly welcome you to join us! We are willing to create a better future with you.

At the same time, when you register, please provide the following information, and ensure that it is true and valid.

1. Id card (Note: ID card must be the new version of the second generation)

2. Health examination report of employee in recent three months

3. Technical title certificate, post qualification certificate, post special operation certificate

4. One one-inch bareheaded photo [taken in the last three months]

Proof of termination of labor contract or unemployment certificate from previous employer

5. One bank card (for salary payment)

 (signature) : \_\_\_\_\_\_

 \_（Date）\_\_\_