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| **Rewards and Penalties Notice Form** | | | |
| **Date\*：** | | | |
| **Name\*** |  | **Department\*** |  |
| **Job Title\*** |  | **Effective Date\*** |  |
| **Reason for Reward/Penalty Action\*** |  | | |
| **Category of Reward/Penalty Action\*** |  | | |