**转正申请**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | | 性别 |  | 出生年月 |  |
| 所在部门（项目部） |  | | 职务 |  | 入职时间 |  |
| 联系电话 |  | | 现在待遇 |  | | |
| 具备执业资格证书情况 | | |  | | | |
| 入职以来主  要工作成绩 | |  | | | | |
| 部门主管（项目经理）评价意见 | |  | | | | |
| 分管副总经理意见 | |  | | | | |
| 常务副总经理意见 | |  | | | | |
| 董事长意见 | |  | | | | |

**附件：个人述职报告**