

Letter of Termination of Employment Contract

Date : _____

I, _____ would dismiss you from the post of domestic helper under the Domestic Helper Contract No. _____, effective on _____ :

By giving you one month(s) notice.

This last working day will be _____ .

Yours sincerely,

_____ (Employer's Signature)

_____ (Employer's Name)

_____ (Employer's HKID)

_____ (Date)

Acknowledged receipt by

_____ (Helper's Signature)

_____ (Helper's Name)

_____ (Helper's Passport)

_____ (Date)

Receipt for Payments upon Termination / Resignation /

Expiry of Contract

Date:

I _____, ID/Passport No. _____,
received/paid the following payments from/to my employer
_____ on (date) _____ *in cash / by
cheque.

1) Wages (From _____ to _____)	HK\$ _____
2) Wages in lieu of notice	HK\$ _____
3) Food and Traveling allowance	HK\$ _____
4) Untaken annual leave pay (_____ days)	HK\$ _____
5) Untaken statutory holiday pay (_____ days)	HK\$ _____
6) Payment in lieu of air-ticket	HK\$ _____
7) Long service payment / severance payment	HK\$ _____
8) Others :	HK\$ _____
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Total:	HK\$ _____ =====

- I would like to request my air ticket to be issued from HK to _____
on _____. I understand that the ticket is unchangeable. If I need
to change the date, I will pay the amendment fee by my own.
- I would like to take cash instead of one way ticket from Hong Kong to
Philippines.

I agreed that this is in full settlement of my termination/Resignation/completion of
contract and waives any and all causes of action against my employer
_____.

Signature of Helper : _____ Signature of Employer : _____
(Name) : (_____) (Name) : (_____)