

**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) : ( \_\_\_\_\_ )