

Letter of Termination of Employment Contract

Dear _____,

I, _____ would *dismiss you from the post of domestic helper / resign from the post of domestic helper under the Domestic Helper Contract No. _____, effective on (date) _____

*(a) by giving you _____ days / month(s) notice / with no notice.

*(b) by giving you _____ days / months(s) wages in lieu of notice.

The last working day will be (date) _____.

Reason(s) of dismissal / resignation :

Yours sincerely,

_____ (Signature)

(_____) (Name)

_____ (Date)

Acknowledged receipt by _____ (Signature)

(_____) (Name)

_____ (Date)

* Delete where appropriate