

終止合約通知書

LETTER OF TERMINATION OF EMPLOYMENT CONTRACT

Dear _____, 先生 / 女仕
我 將

I, _____ would
辭退僱工職位 / 解僱你僱工職位

*resign from the post of domestic helper/ dismiss you from the post of domestic helper
合約編號

under the Domestic Helper Contract No: _____
生效日期

effective on (date) _____.
給予 _____ 日 / 月 通知 / 不通知

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

付款予 _____ 日 / 月 通知金
* (b) by paying you _____ day / month(s) wages in lieu of notice

最後工作日期是

The last working day will be (date) _____.

原因

reason

Your faithfully,

簽署 _____ (Signature)
姓名 _____ (Name)
日期 _____ (Date)

Acknowledged receipt by (Signature) _____ 簽收人簽署
(Name) _____ 簽收人姓名
(Date) _____ 日期

* delete where appropriate 刪去不適用者