

由外傭僱主發出的終止僱傭合約通知書樣本

_____先生/女士

我_____，現在終止你作為家庭傭工的僱傭合約，即家庭傭工合約第_____號，並：

（請在適當方格內填上「✓」號）

- ☐ 給你_____日/月^{*}通知。
- ☐ 給你_____日/月^{*}代通知金。
- ☐ 不給予通知。
- ☐ 不給予代通知金。

你的最後工作日期是_____。

終止僱傭合約的理由（如有）：

	_____	（僱主簽署）
	（_____）	（僱主姓名）
	_____	（日期）
由僱員簽收	_____	（簽名）
	（_____）	（姓名）
	_____	（日期）

註1：關於外籍家庭傭工及其僱主就終止僱傭合約的權利及義務，請參閱「僱用外籍家庭傭工實用指南 - 外籍家庭傭工及其僱主須知」小冊子第八章。

註2：此樣本文件只供參考，有關人士在使用前須確保其內容適合作相關用途。如有需要，應尋求專業人士的獨立意見。

*請刪去不適用者

**Sample Letter of
Termination of Employment Contract
Initiated by the Employer of Foreign Domestic Helper (FDH)**

Dear _____,

I, _____, wish to terminate your employment contract as domestic helper under the Domestic Helper Contract No. _____,

(Please “✓” as appropriate)

- ☐ by giving you _____ days/month(s) * notice.
☐ by giving you _____ days/month(s) * payment in lieu of notice.
☐ without notice.
☐ without payment in lieu of notice.

Your last working day will be _____.

Reason(s) for termination (if any):

Yours sincerely,

(_____) (Signature of employer)
(_____) (Name of employer)
(_____) (Date)

Acknowledged receipt by employee (Signature)
(_____)
(_____) (Name)
(_____) (Date)

Note 1 : Please refer to Chapter 8 of “Practical Guide for Employment of Foreign Domestic Helpers – What foreign domestic helpers and their Employers Should Know” for the rights and obligations of employers and FDHs regarding termination of employment contract.

Note 2 : This is a sample document for reference only. Parties referring to this sample should ensure that its contents are appropriate for their use before adoption. They are also reminded to seek independent professional advice where appropriate.

* Delete where appropriate