

Date:

Immigration Department
6/F., Immigration Tower
7 Gloucester Road
Wanchai, HK

Fax: 2157 9181

Attn.: Visa Section

Dear Sirs / Madam,

Re: Termination

DH Contract No.:

HKID Card No. :

Passport No. :

V/CA No. :

Please be informed that the contract was commenced on _____ between the undersigned,
and the domestic helper; _____.

Our Contract is terminated on _____ because _____.

From that onward, I am no longer willing to take any responsibility of this contract after the date of
termination.

Thank you for your kind attention.

Yours truly,

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Employer :