

## Receipt for Payments upon Termination / Expiry of Contract

I, \_\_\_\_\_, HKID/Passport No. \_\_\_\_\_,

receive the following items from my employer \_\_\_\_\_

on (date) \_\_\_\_\_ \* in cash/ by cheque / by bank autopay.

- |   |          |
|---|----------|
| 1. Wages (from _____ to _____ )   | \$ _____ |
| (a) statutory holiday(s) (date(s): _____ )                                  | \$ _____ |
| (b) annual leave (from _____ to _____ )                                     | \$ _____ |
| (c) sick leave (from _____ to _____ )                                       | \$ _____ |
| (d) others (please specify): _____  | \$ _____ |
| 2. Food allowance(if no food provided)(from _____ to _____ )                | \$ _____ |
| 3. Wages in lieu of notice  | \$ _____ |
| 4. Long service payment   | \$ _____ |
| 5. Food and Travelling allowance  | \$ _____ |
| 6. *Payment in lieu of air-ticket / return air-ticket of<br>(Airline) _____ | \$ _____ |
| 7. Other (a) _____  | \$ _____ |
| (b) _____   | \$ _____ |

Signature of Helper : \_\_\_\_\_

Date : \_\_\_\_\_

(Name) : ( \_\_\_\_\_ )

Signature of Employer : \_\_\_\_\_

Date : \_\_\_\_\_

(Name) : ( \_\_\_\_\_ )

Witnessed by (if any)(Signature) : \_\_\_\_\_

Date : \_\_\_\_\_

(Name) : ( \_\_\_\_\_ )