

Receipt for Payment upon Termination / Expiry of Contract

I, _____, 我
No. ID / Passport _____, 身份證/護照號碼 receive the
following payment from my employer _____,
收妥由僱主, on (date) _____, 日期

* in cash / by cheque / by bank autopay * 現金/支票/銀行自動轉帳支付以下款項

| | | Amount (\$) |
|---|---|-------------|
| 1 | Wages (工資) from | |
| 2 | Statutory holiday payment (法定假日薪酬): | |
| 3 | Wages in lieu of notice (一個月代通知金) | |
| 4 | Annual leave (有薪年假) | |
| 5 | Long service payment / Severance payment (長期服務金/遣散費) | |
| 6 | Food and Travelling allowance (膳食及交通津貼) | |
| 7 | Payment in lieu of air ticket / return air ticket / Airline company (航空公司/機票/款項代替回程機票) | |
| 8 | Other | |

I have received the above payment from employer.

Total (HKD) _____

(Signature of Helper)

(Signature of Employer)

(Name of Helper)

(Name of Employer)

(Date)

(Date)