Sample Letter of
Termination of Employment Contract
Initiated by FDH

Dear___(name of employer)_____,

I, _____, wish to terminate my employment contract with you 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.

The last working day will be _____(date)_____.

Reason(s) for termination (if any):

_____

_____

_____

Yours sincerely,

_____(Signature of employee)

( )(Name of employee)

_____(Date)

Acknowledged receipt by employer _____(Signature)

( )(Name)

_____ (Date)

Note 1 : Please refer to Chapter 8 of "Practical Guide for Employment of FDHs – What FDHs 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.

* Please delete where appropriate