

**Sample Letter of  
Termination of Employment Contract  
Initiated by Foreign Domestic Helpers (FDH)**

Dear \_\_\_\_\_,

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 \_\_\_\_\_.

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 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