

在合約屆滿或終止時所付款項的收據

我，（僱工） _____，身份證 / 護照號碼
_____, 在（日期）_____ 收妥由僱主
_____ 以 *現金 / 支票 / 銀行自動轉帳 方式支付

以下款項：

1. 工資由(_____ 至 _____) \$ _____ 包括以下款項：
 - (a)法定假日薪酬(由_____ 至_____)共_____天 \$ _____
 - (b)年假薪酬(由_____ 至_____)共_____天 \$ _____
 - (c)疾病津貼(由_____ 至_____) 共_____天 \$ _____
 - (d)其他（請註明） _____) \$ _____
2. 膳食津貼 (由_____ 至_____) \$ _____
3. 代通知金 \$ _____
4. 未曾享用的年假薪酬 (_____ 日) \$ _____
5. 長期服務金/ 遣散費 \$ _____
6. 膳食及交通津貼 \$ _____
7. 航空公司 _____ (機票 / 款項代替給予回程機票) \$ _____
8. 其他 (a) _____ \$ _____

僱工簽署 _____
姓名：(_____)

僱主簽署 _____
姓名：(_____)

見證人簽署 (如有)： _____

姓名： (_____)

* 刪去不適用者

Receipt for Payments upon Termination / Expiry of Contract

I, _____, ID / Passport No. _____, receive the following payments from my employer _____ on (date) _____ *in cash / by cheque/by bank autopay.

1. Wages (*from* _____ *to* _____) \$ _____ inclusive of payment for the following :

- (a) statutory holiday(s) (dates: _____)
 - (b) annual leave (from _____ to _____)
 - (c) sick leave (from _____ to _____)
 - (d) others (*please specify*) _____
2. Food allowance (*from* _____ *to* _____) \$ _____
3. Wages in lieu of notice \$ _____
4. Untaken annual leave pay (_____ days) \$ _____
5. Long service payment/severance payment \$ _____
6. Food and Travelling allowance \$ _____
7. Payment in lieu of air-ticket / return air-ticket of _____ (Airline) \$ _____
8. Others (a) _____ \$ _____
(b) _____ \$ _____

Yours sincerely,

_____(Signature)
_____(Name)
_____(Date)

Acknowledged receipt by

_____(Signature)
_____(Name)
_____(Date)

Witnessed by (if any)

_____(Signature)
_____(Name)

* delete where appropriate