

Date :

Receipt for payments upon Termination

I, _____, HKID No. _____ already received the following payment from my employer, _____ and amount of HK\$ _____ and calculated as follows :-

1. Wages (from _____ to _____)	HK\$	
2. Untaken Annual Leave pay : _____ days	HK\$	
3. Untaken Statutory Holiday(s) : _____ / _____ days	HK\$	
4. Wages in lieu of notice	HK\$	
5. Food & Traveling Allowance	HK\$	100.00
6. Air ticket or payment in lieu of air-ticket from HK to _____	HK\$	
7. Others : _____	HK\$	

	Total :	HK\$ _____

Remark : I, _____ left employer's house on the date _____ with good health.

Paid by :

Received by :

Employer's Name & Signature

Employee's Name & Signature

Witnessed by :

Witness's Name & Signature