

XXX Company

To: HR Department

TERMINATION OF EMPLOYMENT

Reference no.:

Department: _____ Name: _____

Job Title: _____ Date Joined: _____

Please tick the appropriate:

Resignation

Termination

Summary Dismissal

Reasons:

Notice given date:	
Date salary pay up to and including	
Last working date	
Outstanding leave	
Will the staff depart from Hong Kong soon after the effective day?	

Approved by Department Head

Name and Signature

Date

Approved by Head of HR Department

Name and Signature

Date

Remark:

