

Date: \_\_\_\_\_

Foreign Domestic Helpers Unit  
Immigration Department  
7 Gloucester Road, Wan Chai  
Hong Kong

**Re: Mutual Agreement of Termination Contract**

**Employment Contract No.:** \_\_\_\_\_

Please be advised that we the employer \_\_\_\_\_  
holder of Hong Kong Identity Card No. \_\_\_\_\_  
And the domestic helper \_\_\_\_\_  
holder of Hong Kong Identity Card No. \_\_\_\_\_  
would like to early terminate the domestic helper employment contract with immediate  
effect. without further notice nor any compensation in lieu are required by each party.

We shall be grateful if your department would update your record accordingly.

Thank you very much for your attention.

Yours truly,

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Helper