

在僱傭合約終止 / 屆滿時所付款項的收據

合約編號:
Contract No:

Receipt for Payments upon Termination/ Expiry of Employment Contract

本人, _____, 香港身分證 / 護照號碼 _____,
I, _____, HKID / Passport No. _____,

經已收妥由僱主所支付之下列款項; 僱主姓名為 _____
receive the following payments from my employer _____

收款日期為 _____ 並以現金/支票/銀行自動轉帳方式支付。
on (date) _____ in cash / by cheque / by bank autopay.

	項目 Items	金額 Amount (HKD\$)
1.	工資 (由 _____ 至 _____) Wages (from _____ to _____) 包括以下款項 Inclusive of payment for the following: (a) 法定假日薪酬 (日期: _____) (Statutory Holiday(s) (date) _____) (b) 年假薪酬 (由 _____ 至 _____) Annual Leave (from _____ to _____) (c) 疾病津貼 (由 _____ 至 _____) Sick Leave (from _____ to _____) (d) 其他 (請註明) Other _____	
2	膳食津貼 (由 _____ 至 _____) Food allowance (from _____ to _____)	
3	代通知金 Payment in lieu of notice	
4	未放取年假薪酬 (_____ 日) Untaken annual leave pay (_____ days)	
5	長期服務金 / 遣散費 Long service payment / Severance payment	
6	膳食及交通津貼 Food and Travelling allowance	
7	代替回程機票的款項 / 回程機票 (航空公司: _____) Payment in lieu of air-ticket / Return air-ticket (Airline: _____)	
8	其他 Others	
Total 合共		

僱工簽署 Signature of Helper:

僱主簽署 Signature of Employer:

見証人簽署(如有) Witness by (if any)

姓名 Name:
日期 Date:

姓名 Name:
日期 Date:

姓名 Name:
日期 Date: