

## 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. \_\_\_\_\_

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

I understand and accept my employer has already settled all salary and compensation to me and I have no more claim against my employer in the future.

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: