

**Statement of Termination of Employment Contract
for the Purpose of Advanced Contract Renewal**

I, _____ (“the Employer”, holder of Hong Kong Identity Card/ Passport No.* _____), hereby terminate the contract under D.H. Contract No. _____ with _____ (“the Helper”, holder of Hong Kong Identity Card/ Passport No.* _____) effective on _____ (date) by giving one month’s notice in writing/ one month’s wages in lieu of notice* for the purpose of advanced contract renewal.

(Signature of Employer)

(Date)

Employer’s Undertaking to the Helper

I, _____ (the Employer), hereby confirm that:

- (1) I intend to enter into a new contract of employment with _____ (the Helper) which will take effect immediately following the termination of the contract under D.H. Contract No. _____ (“the existing contract”) on _____ (date).
- (2) In the event that the new contract fails to commence immediately after the termination of the existing contract for whatever reasons, I undertake to regard the Helper as continuing in the employment with me during the period between the termination of the existing contract and the commencement of the new contract for the purpose of reckoning the existing and future entitlements under the Employment Ordinance and his/her* employment contract.

(Signature of Employer)

(Date)

**Acknowledgment of Termination of Employment Contract and
Acceptance of Advanced Contract Renewal**

I, _____ (the Helper), acknowledge the termination of the contract under D.H. Contract No. _____ by _____ (the Employer) effective on _____ (date) and I accept an advanced contract renewal with the Employer pursuant to the Employer’s Undertaking signed above.

(Signature of Helper)

(Date)

* Delete where appropriate

® “Advanced Contract Renewal” refers to the termination of an existing employment contract before its expiry to be followed by a new contract between the same Employer and Helper.

**Employer's Undertaking to the Helper
for the Purpose of Advanced Contract Renewal**

I, _____ (the Employer), hereby confirm that –

- (1) I, _____ (“the Employer”, holder of Hong Kong Identity Card/ Passport No.* _____), terminated the contract under D.H. Contract No. _____ (“the existing contract”) with _____ (“the Helper”, holder of Hong Kong Identity Card/ Passport No.* _____) effective on _____(date) by giving one month’s notice in writing/ one month’s wages in lieu of notice* for the purpose of advanced contract renewal.
- (2) A new contract of employment with the same Helper to take effect immediately following the termination of the existing contract has been signed.
- (3) In the event that the new contract fails/failed to commence immediately after the termination of the existing contract for whatever reasons, I undertake to regard the Helper as continuing in the employment with me during the period between the termination of the existing contract and the commencement of the new contract for the purpose of reckoning the existing and future entitlements under the Employment Ordinance and his/her* employment contract.

(Signature of Employer)

(Date)

**Acknowledgment of Termination of Employment Contract and
Acceptance of Advanced Contract Renewal**

I, _____ (the Helper), acknowledge the termination of the contract under D.H. Contract No. _____ by _____ (the Employer) effective on _____ (date) and I accept an advanced contract renewal with the Employer pursuant to the Employer’s Undertaking signed above.

(Signature of Helper)

(Date)

* Delete where appropriate

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