

Hong Kong, _____

To: Director of Immigration
Foreign Domestic Helper Section
6/F Gloucester Rd 7
Wan – Chai , Hong Kong

Dear Sir / Madam :

I _____ holding HK Id No: _____, hereby inform

You that Employment Contract No : _____ signed between me and my helper whom

her name is _____ ***HK Id No:*** _____

confirm continuous employment of the helper.

Thank you for your attention and consideration.

Yours truly,
