

Date: _____

The Director of Immigration
Immigration Department
No.7 Gloucester Road,
Wan Chai, Hong Kong

Re: Re-Entry Into Hong Kong For Domestic Helper Employment Contract

Dear Sir/ Madam,

Please allow Ms. _____, holder of Hong Kong Identity Card Number _____ and Passport Number _____ to re-enter into Hong Kong to continue her employment with us as a domestic helper under the Domestic Helper Contract Number _____.

The reason for her exit is due to her home vocation and we are expecting her to return to Hong Kong on or before _____. In case if the helper fails to return back to Hong Kong and report to work in our family on the captioned date, both of the employer and the helper agree that the helper shall be treated as having resigned from her post as a domestic helper.

I shall therefore be most grateful if your esteemed department would assist her with regards to this matter accordingly. Thank you very much for your kind attention.

Respectfully Yours.

Employer:
HKID No:

Helper:
HKID No: