

SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

..., ...

DECISION

About the termination of employment contract

GENERAL DIRECTOR

- Pursuant to the Labour Code No. 45/2019/QH14;
- Pursuant to the Labour Regulations;
- Pursuant to the employment contract no XX between Mr/ Mrs ... and ... Company;
- Consider the letter of resignation of

DECIDE

Article 1: Terminate the employment contract with Mr/ Mrs ..

Position:

Date of birth:

ID number: ... issued on ... at ...

Address:

Terminating the employment contract in the company from ...

Reason for termination: the employment contract between ... and ... company expires.

Article 2: Pay and allowances (if any) of Mr/ Mrs ... shall be paid up to the termination of employment contract.

Article 3: This decision takes effect from the date of its signing.

The head of the human resources department, related units, individuals and Mr/ Mrs ... are responsible for implementing this decision.

<p>Recipients:</p> <ul style="list-style-type: none">- Mr/ Mrs ...;- General Director: ...;- Human resources department.- Save.	<p>General Director <i>(Sign, stamp and write full name)</i></p>
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