

The Director  
The Immigration Department of  
The Republic of Indonesia

Dear Sir / Madam

**Re: Employment Letter of Annual Leave**

This is to certify that Miss \_\_\_\_\_, holder of  
HKID / Passport R.I. No. \_\_\_\_\_ and under D.H. Contract  
No. \_\_\_\_\_, is going to take up an annual leave for a trip to her  
motherland on the date of \_\_\_\_\_. She will resume her duties on  
\_\_\_\_\_ at my family upon her return.

Thank you for your kind attention.

Yours faithfully,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Signature of Employer)

Kepala  
Departemen Imigrasi  
Republik Indonesia

Tuan / Nyonya yth,

**Perihal: Surat Libur Cuti Tahunan**

Dengan ini saya menerangkan bahwa Nona \_\_\_\_\_,  
pemegang nomor KTP Hongkong / Paspor RI \_\_\_\_\_ dan dibawah  
nomor Perjanjian Kerja Pembantu Rumah Tangga \_\_\_\_\_, akan  
mengambil cuti tahunan untuk berlibur ke tanah airnya Indonesia mulai atau disekitar pada tgl.  
\_\_\_\_\_. Dia pun akan kembali ke rumah saya melanjutkan tugasnya pada tgl.  
\_\_\_\_\_.  
Demikianlah supaya dimaklumi.

\_\_\_\_\_  
\_\_\_\_\_  
(Tandatangan Majikan)

(Employer's Copy)

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 \_\_\_\_\_, 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 home vacation and will be expected to return to Hong Kong on or before \_\_\_\_\_. In case that the helper fails to come back Hong Kong and report to work in our family on the captioned date, both of the employer and the helper agree that it shall be treated as the helper breaking the captioned domestic helper contract with immediate effect.

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:  
Contact No:

\_\_\_\_\_  
Helper: