

Sample – Frustration of Contract (Statutory law employee)

Date

Ms

Singapore 507134

Dear

Frustration of Contract

We regret to inform you that as the Ministry of Manpower has recalled your work permit issued to you, your employment contract dated 31 January 2005 shall also be frustrated on 22 April 2005. As you should be aware, the Hotel cannot allow you to work should you not have a valid work permit status. Hence, your last working day with the Hotel shall be 21 April 2005.

You shall be paid whatever is due to you including your unconsumed/outstanding annual leave up to 21 April 2005 (if applicable).

Kindly return the Employee Identification Card, Uniform, Name Tag, Locker Key and other articles belonging to the Hotel to the Human Resources Department on your last day of duty. You will also be required to obtain a letter of cancellation from the Human Resources Department for the purpose of your work permit cancellation.

In line with our Hotel policy, you are requested to refrain from patronising or visiting our Hotel for a minimum period of 6 months effective from your last date of service.

Thank you.

Yours sincerely

Director of Human Resources