

**SOCIALIST REPUBLIC OF VIETNAM**  
**Independence - Freedom - Happiness**

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..., ...

**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.

Recipients:

- Mr/ Mrs ...;
- General Director: ...;
- Human resources department.
- Save.

**General Director**  
*(Sign, stamp and write full name)*