Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Registration Team

Education Bureau

2/F, Trade and Industry Tower

3 Concorde Road, Kowloon

Dear Sir / Madam

Re: Notification of End of Employment for Permitted Teacher

(Applicable to Permitted Teacher who does not have an e-Services account)

This is to confirm that the employment of the following Permitted Teacher(s) at my school was ceased. Details are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of Permitted Teacher | Permitted Teacher Reference Number | End Date of Employment |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

I should be grateful if you could update the record(s) for the aforesaid permitted teacher(s) accordingly.

|  |  |  |
| --- | --- | --- |
|  |  | Yours faithfully |
|  |  |  |
|  |  |  |
|  |  | (Signature of Supervisor) |
| School Chop |  |  |
|  |  |
|  | (Name of Supervisor) |
|  |  |
|  |  |
|  | (School Name) |
|  |  |
|  |  |  |
|  |  | (School Number) |
|  |  |  |
|  |  |  |
|  |  | (Contact Person) |
|  |  |  |
|  |  |  |
|  |  | (School Telephone Number) |