

27 May 2017

To Employment Agency


Dear Sir or Madam,

Lean Pallorina Maun is currently employed by me. We will be moving back to the US at the end of June. I would like to seek your assistance in finding a good employer for Lean. She has been wonderful and we would continue to employ her if we could stay on in Hong Kong.

I am somewhat flexible regarding when I can send the letter to Immigration. I understand that she will have only 2 weeks to find an employer - so I have not contacted them yet. I would prefer her to find someone before sending them a letter terminating her contract. I will need her help till the end of June - so the earliest start date is possibly in July.

We have given her a recommendation letter which provides details of her time with us. Your assistance in finding her a good employer will be greatly appreciated.

Thank you.

A handwritten signature in black ink, appearing to read 'Daniel', with a horizontal line underneath.