**移工休假返鄉承諾切結書**

**Promise Letter for Homecoming Leave of Migrant Worker**

立切結書人：

本人 (護照號碼： )已依照本公司\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_人事規章之請假規定完成請假程序，本人此次返鄉已申請假別：□事假 天□特休假 天□病假 天□喪假 天，請假日期自西元 年 月 日至 年 月 日止，共計 天。因此本人預定應於西元 年 月 日返回台灣，及須向公司主管 以當面(或電話等通訊方式)完成報到程序。若本人因故無法於上述請假期限內返回台灣，並完成向公司報到程序者，則本人必須於假期預定結束日之前兩日徵得公司同意，方得延長請假期限；否則自假期預定結束日之次日起逾假三日後未入境，亦未主動連繫公司者，即屬無正當理由連續曠職三日，本人同意自當與公司終止聘僱關係，絕無異議。另，本人已確知台灣勞動相關法規，若因此而造成公司增加之費用，本人自願全額支付，恐口說無憑，特立此切結書為憑。

Affiant：

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Passport Number: \_\_\_\_\_\_\_\_\_\_\_), have followed the leave procedures according to the personnel regulations of the company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For this homecoming, I have applied for the type of leave: □Personal Leave for\_\_\_\_\_\_\_days □ Annual Leave for\_\_\_\_\_\_days□Sick Leave for\_\_\_\_\_\_\_days, □bereavement leave\_\_\_\_\_\_\_days

(from\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_). totaling\_\_\_\_\_\_\_days, Therefore, I plan to return to Taiwan on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and complete the check-in process with the company supervisor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, in person (or through communication such as a phone call). If, for any reason, I am unable to return to Taiwan and complete the company check-in process within the specified leave period, I must obtain the company's consent two days before the scheduled end of leave to extend the leave period. Otherwise, failing to enter Taiwan beyond three days after the scheduled end of leave without a valid reason shall result in the termination of my employment relationship with the company.Furthermore, I am aware of the relevant labor laws in Taiwan, and I voluntarily undertake to bear all expenses incurred by the company due to this, as specified by the labor laws. This affidavit is made for verification.

此致Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (公司名稱Company Name)

立切結書人Affiant：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (簽名Signed /蓋章sealed)

護照號碼Passport Number：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

聯繫電話Contact Number：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

地址Address：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: 西元\_\_\_\_\_\_\_\_\_年\_\_\_\_\_\_\_\_月\_\_\_\_\_\_\_\_\_日