

## NOTICE OF NON-RENEWAL

1. This Notice of Non-Renewal is provided with respect to the contract by and between these parties:

EMPLOYER NAME: \_\_\_\_\_ EMPLOYER NO. \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_ OFFICE/CELL PHONE \_\_\_\_\_

FAX NO. \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

LIIDS NUMBER: \_\_\_\_\_

E-MAIL \_\_\_\_\_ CELL PHONE \_\_\_\_\_

CNMI HOME ADDRESS \_\_\_\_\_

2. The contract expiration date is: \_\_\_\_\_.

3. The employer notifies the employee that this contract will not be renewed and will end according to its terms on the expiration date stated above.

4. The employee has the option to be repatriated and the employer will provide a repatriation ticket to the employee's point of hire in the employee's home country.

5. The employee has the option to seek transfer to a new employer. The employee is notified that in order to transfer, the employee must register with the Division of Employment Services at the Department of Labor from the date of this notice and not later than 15 days after the expiration date of the employee's entry permit. The Division of Employment Services will provide a notice as to procedures and deadlines for transferring and all of the necessary forms. The Division of Employment Services will also provide assistance in locating a new employer.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer

Received:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

Filed:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Labor