

(To be typed in the company's letter head specimen Demand Letter Copy)

Date:

M/S Madina International Services Pvt.. Ltd.
Lalitpur, Nepal
Lic No. 747/064/065

DEMAND LETTER

Dear Sir/Madam,

We have the pleasure to inform that we are in need to recruit the following workforce to work with us on the following terms and conditions as per the specification mentioned below.

SNO	Job Category	No. of Workers	Gender	Basic Salary (per month)	Remarks
1					
		Total			

Terms and Conditions.

1. Accommodation : Provided by the company
2. Food Allowance : Provided by the Company
3. Medical / Insurance : Provided by the company
4. Air Ticket : Provided by the Company
5. Working Hours : 8 hours a day, 6 days a week, (48 hours a week)
6. Transportation : Provided by the company
7. Contract Period : 2 years (Renewable)
8. Probation Period : 90 days from date of Entry to (Country Name)
9. Service Gratuity & Leave Pay : Provided by the Company as per country Labor Law
10. Water, Electricity, Gas : Provided by the Company
11. Resident Permit : Provided by the Company
12. Visa : Free Visa provided by the Company
13. Service Charge : Provided by the Company
14. Right to Retain Employee's Passport : Employee
15. Other Benefits : As per country labor law.

Yours Faithfully,

Authorized person Name:
Authorized Signature:
Company's Name:
Address:
Company's Seal: