

SAMPLE OF DEMAND LETTER

Ref. No.:

Date:

M/s The(P.) Ltd.
P.O.Box....., Kathmandu
Nepal

Demand Letter

Dear Sir,

With reference to our Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following category of manpower to work in our Company:

S. No.	Category/Job Title	No. of Workers	Monthly Basic Salary (AED)	Period of Contract	Gender	Remarks

Terms and Conditions

Food: Provided by the company

Accommodation: Provided by the company

Joining and return air ticket cost: Provided by the company

Visa, medical test, Emirates ID cost: Provided by the company

Working hours and days: 8 hours/day and 6 days/week

Medical and Insurance: Provided by the company

Workmen's compensation insurance: Insured by the Company

Local transportation: Provided by the company

Service/Agency/Broker fee: Provided by the company

Right to retain employee's Passport Employee

Other benefits such as annual leave, over time, etc. should be in accordance with the labour laws of United Arab Emirates

Seal of the company

For (Name of the Company).....

Signature

Name:

Position: