

SAMPLE OF DEMAND LETTER
(By the company to the Recruiting Agency)

Date:

The(P.) Ltd.

P.O.Box,

Kathmandu, Nepal.

Demand Letter

Dear Sir/Madam,

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/institution:

S.N.	Job Category	No. of Workers	Gender	Basic Salary (AED per month)	Remarks
Total					

Terms and Conditions

- Contract Period : 2 years
- Probation Period : months
- Food/allowance : Provided by company / cash
- Accommodation/allowance : Provided by company / cash
- Air Tickets (Joining and Return) : Provided by company
- Visa, Medical Test, Emirates ID Cost : Provided by company
- Working hours and days : 8 hours/day and 6 days/week
- Medical and Insurance : Provided by company
- Workmen's Compensation & Insurance : Provided by company
- Local Transportation Facility : Provided by company
- Annual leave : 30 days
- Service/Agency/Broker Fee : Provided by company
- Right to retain employee's Passport : Employee

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

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

Signature:.....

Name:.....

Position:.....

Company Seal