

ON THE EMPLOYER'S CORPORATE LETTERHEAD

Ref. No.

Month / Date / Year

DEMAND LETTER

To,
M/s. Ratna International
Tema Terrace, 1st Floor,
33/35, Raghunath Dadaji Street,
Behind Citi Bank, Fort,
Mumbai – 400 001, India

Sub: Recruitment of Manpower from India - Demand Letter.

Dear Sir,

As authorized vide our **Power of Attorney** dated _____ (date) _____, please arrange to recruit the following categories of Indian Personnel for our Company. For this purpose we need to recruit the following personnel as per the detailed terms & conditions given below:

Sr. No.	Category	Salary AED	Nos. of personnel
01.			
02.			
03.			

Terms and Conditions:

1. Duration of Contract : _____ years
2. Place of Employment : _____
3. Probationary Period : _____ months
4. Working Hours : 8 hours per day
5. Overtime : Provided by Company
6. Accommodation : [provided / not provided / Allowance]
7. Local Transportation : [provided / not provided / Allowance]
8. Food OR Allowance : [provided / not provided / Allowance]
9. Air Ticket : Provided by Company

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10. Condition for Termination of Employment & final settlement
11. Medical Benefits
12. Leave Benefits
13. Provision in regards to Renewal of Contract
14. Occupational safety provision.
15. Social Security prevision including Compensation for injury and death.
16. Mode of settlement of Dispute
17. Provision in regards to disposal and Transportation of dead of Immigrant to India.

{As per Country
Labour Laws/Rules}

Yours faithfully,

For _____
(Company Name)

(Signature & Designation)

