

**COMPANY LETTER HEAD**

Date:

Ref :

M/S Dynamic Sales & Services (P) Ltd.

G.P.O. Box: 2012,

Dhapasi-7, Kathmandu, Nepal

Tel. No: 00977.1.4354614/4356831/4356625, Fax No: 00977.1.4355570

(License No. 109/054/55 Under Government of Nepal - Dept. of Labour)

**Subject: Demand Letter**

Dear Sir,

We would like to request you for the recruitment of Nepalese workforce from the Nepal in the following categories:-

S/No.	Trade	No. of Workers	Salary/month	Working hours	Holiday (Leave)
01				8 hours per day/6 days in a week	1 day/week

Terms and Conditions:

1. Duration of contract : .....years,
2. Working hours : Eight (8) hours/day, 6 days/week, 208 hours/month
3. Food/food allowance : .....
4. Accommodation : Provided by company
5. Medical : Provided by company
6. Probationary period : Ninety (90) days/ Three months
7. Transportation : Provided by company
8. Air ticket : .....
9. Annual Leave : According to Qatar/UAE/KSA/Oman/Malaysia Labour Law.
10. Overtime/Holidays : According to Qatar/UAE/KSA/Oman/ Malaysia Labour Law.

All other terms and conditions, which are not mentioned herein, shall follow Qatar/UAE/KSA/Oman/ Malaysia Labour Law.

For & on behalf of

Name and Stamp of Company

\_\_\_\_\_  
Name and Signature of authorized person  
Designation