***[COMPANY LETTER HEAD]***

**Date:**

**TO**

MARJAN HUMAN RECOURCES DEVELOPMENT

50 Purana paltan, 7th Floor,

Ruhama Mansion Suit A/B Dahaka-1000

Bangladesh

RL-1081

**DEMAND LETTER**

Dear Sir,

We **[COMPANY NAME]** organized under the laws of **KUWAIT** hereby appoint you, **M/S. Marjan Human Recourses Development, License No. RL-1081** to be our lawful attorney and agent in Bangladesh for processing the respective affairs for recruiting manpower as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| **SL** | **CATEGORY/PROFESSION** | **QUANTITY** | **SALARY PER MONTH** |
| 1 |  |  |  |
| **TOTAL =** |  |   |

**Terms & Conditions of the contract as follows:**

1. Period of Employment : 3 Year’s
2. Place of Employment : Anywhere at KUWAIT
3. Probationary Period : 3 months
4. Working hours : 8 Hours Per day
5. Accommodation : Provided by the company
6. Food : Provided by the company
7. Transportation : Provided by the company
8. Ticket : One way Free (after complete of contract)
9. Overtime : As per KUWAIT labor laws
10. Medical benefits : As per KUWAIT labor laws
11. All other facilities : As per KUWAIT labor laws
12. All other conditions of services shall be in accordance with the KUWAIT labor law

We appreciate your kind consideration on this undertaking.

Thanking you,

*NAME OF THE AUTHORISED PERSON*

*DESIGNATION*

*[COMPANY SEAL]*