

# [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]*