

Ref. No.
Month / Date / Year

Demand Letter

To,
M/s. **Gulf Link Services**,
Office No.17, 11th Floor, Bldg No.3
Navjivan Society, Lamington Road,
Mumbai Central-400 008. (India)

Sub : Recruitment of Manpower from India - Demand Letter.

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	No. of Vacancies	Salary
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Terms & Conditions of Employment:

1. Duration of Contract : _____ Years
2. Working Hours : _____ Hours
3. Food : [provided / not provided / Allowance]
4. Accommodation : [provided / not provided / Allowance]
5. Local Transportation : [provided / not provided / Allowance]
6. Probation Period : _____ Months
7. Leave Benefits : _____ [as per Country Labour Laws / Rules]
8. Medical Facilities : [provided / not provided]
9. Annual Leave : _____ [as per Country Labour Laws / Rules]
10. Air Passage : [provided / not provided]

11. All other Terms & Conditions of Service shall be in accordance with the Country Labour Laws & Rules.

We do hereby appoint M/s. **Gulf Link Services** - India to recruit the above category / categories of personnel as per the above Terms & Conditions of Recruitment.

Yours Sincerely,

For, _____ (company name) _____

_____ (signature & designation) _____

Company Seal
attested by the

Chamber of Commerce
& the Embassy