

# [COMPANY LETTER HEAD]

Date:

TO  
GREENLAND OVERSEAS  
LIC. NO: RL-040  
HOUSE 34, ROAD 100  
GULSHAN 2, DHAKA 1212  
BANGLADESH

## DEMAND LETTER

Dear Sir,

We [COMPANY NAME] organized under the laws of UAE hereby appoint you, GREENLAND OVERSEAS, LIC. NO. RL-040 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 UAE
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 UAE labor laws
10. Medical benefits : As per UAE labor laws
11. All other facilities : As per UAE labor laws
12. All other conditions of services shall be in accordance with the UAE labor law

We appreciate your kind consideration on this undertaking.

Thanking you,

*NAME OF THE AUTHORISED PERSON*  
*DESIGNATION*  
*[COMPANY SEAL]*