

Sample of Demand Letter
(By the Company to the recruiting agency)

Ref. No.

Date :.....

To:

M/s. _____ Manpower (P) Ltd. License No.: _____

Dear Sir/Madam,

With reference to our Power of Attorney executed by us in your favour, we hereby request you to kindly supply the following category of manpower to work in our Company/institution in the UAE under the following terms and conditions:

S.N.	Job Title	Male	Female	Basic Salary AED (Figures)	Basic Salary AED (Words)	Food/Other Allowance	Indoor/Outdoor or Both
1							
2							

Terms and Conditions

- Period of Employment: Two (2) years, renewable.
- Job Description: The company can provide a detailed job description for each job title in the additional page
- Place of Employment: EMIRATES of UAE (Mention company/Project area).
- Working Hours: 8 hours/day and 6 days/week/ as per the Labour Law of UAE
- Overtime: As per the Labour Law of UAE.
- Accommodation: Free bachelor accommodation.
- Air Ticket: Joining and return ticket provided by company
- Probation Period: Months.
- Residence Permit, visa and Medical Test : Provided by the company
- Water, Electricity and Gas: Provided by the company.
- Food Allowance Provided by the company/ food allowance of AED__per month.
- Worker's Compensation and Insurance: Provided by the company.
- Local Transportation Facility: Provided to and from the work site.
- Uniform and Safety Materials: Provided by the company.
- Service/Agency fee: Provided by company
- Gratuity and Annual Leave: As per UAE Labour Law.
- Right to retain employee's passport: Employee
- Other Terms and Conditions: As per the Labour Law of UAE.

Company Name: _____

License. Number: _____

Authorized Signatory: _____

Full Name :- _____

Designation (General Manager/Managing Director): _____

Contact : landline/ mobile number, email, website

Company Seal:- _____