

# DEMAND LETTER

## M/s. KHAN CONSULTANTS

RM-3, LEVEL 1, ESJAY HOUSE, BELOW BARKAT ENGLISH SCHOOL,

67 MAULANA AZAD ROAD, MUMBAI 400 011 INDIA.

License No. B-0175/MUM/PER/1000+/3/5888/2002

Dear Sir,

Please arrange to recruit Indian National for our company for the following categories as per the details given below.

Sr. No.	Categories	Qty. Required	Salary
1			
2			
3			

These employees will also be entitle to the following facilities which will be duly mentioned in their individul employment contracts:

- Free bachelor/Family accomodation will be provided by the company.
- Free food or Food Allowance of ..... Per month.
- Free Air passage from the point of origin in India to place of work in Saudi Arabia and also for return to India at the time of completion of contract.
- Annual leave for ..... (Minimum 15 days) with leave salary to be paid in Advance.
- Return Air ticket from Saudi Arabia to India and back every year to avail of the yearly vacation in case of renewal contract.
- Free medical treatment or Hospitalisation. If required as per Labour Laws of the host country.
- Free Transportation from place of residence to place of work and back or transportation allowance of ..... per month.
- Every employee will be covered by workman's insurance.
- Eight hours will be working hours in a day for six days a week.
- Employment contract will be .....(Minimum 1 year and Maximum 2 years).
- Every employee will be required to abide by the laws of the country of employment.
- The agreement will be valid for the host country only.

Yours Faithfully

Company Name:.....

Authorized Signatory:.....

Name:.....

Designation:.....

Company's Seal:.....

Note: This specimen must be typed on employer's letter head, both in Arabic and English and attested by chamber of commerce, Ministry of Foreign Affairs and Indian Embassy/Consulate in the country of Employment.