

(On Company Letter Head)

Madina International Services (pvt)Ltd  
Lalitpur  
Post Box No. 8975, EPS 2822  
Nepal

Dear Sir/Madam

**Demand Letter for Worker Recruitment**

1. We have the pleasure to inform you that our company is in need to recruit the following workers from Nepal to work with us in Sri Lanka on the following terms and conditions with the skills specified below.

No.	Skills Category	Required Number	Basic Salary	Remarks

2. Terms & Conditions

- a. Contract Period 2 years
- b. Leave entitlement 2 months on completion of contract
- c. Probation period 3 months
- d. Working hours 08 hours per day, 06 days per week (48 hours per week)

- e. Salary as stated above . For work exceeding 8 hours /day overtime payment to be made
- g. Air ticket Provided by the company to arrive in Sri Lanka at commencement and to travel back at the end of contract
- h. Accommodation Provided by the company
- i. Food Either food provided by company or monthly food allowance of Rs15,000/= with cooking facilities provided
- j. Medical facilities Covered by health insurance policy provided by the company
- k. Transportation Up and down transport from the airport to the company's workplace and daily transport to work place from accommodation provided by the company
- l. Other benefits Conforming to the labour laws of Sri Lanka

3. Please facilitate to select and recruit the above workers from Nepal within 02 months of this Demand Letter.

Thank you

Yours faithfully

Authorized signatory of company