

SAMPLE **DEMAND LETTER**

Date: _____

M/s. Al Najam International
License No. **HRD/0899**

Dear Sir,

Kindly make arrangements for processing and completion of all formalities for traveling to U.A.E for following category.

Sr No.	Profession	Location	Salary	Qty.
01	Unskilled Helper	Riyadh, KSA	AED 800	25
02	Chemical Engineer	Madinah, KSA	AED 2500	4
03	IT Executive	Dhahran, KSA	AED 2500	02

Terms & Conditions

Contract Duration : 2 Years
Accommodation : Provided by the Company
Transportation : Provided by the Company
Medical Insurance : Provided by the Company
Food : Not
Weekly days off : One day
Vacation : One month leave with pay after two year
Tickets : Economy class round trip ticket after two years.

All other benefits and conditions will be according to the labour law of U.A.E.

With Best Regards,

Name: _____

Designation: _____

Company: _____