

Date:.....

M/S. Green Tara International Overseas Services (P.) Ltd,
License No: 1018/068/069,
Kathmandu, Nepal.

Demand Letter

Dear Sir,

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:

S. N.	Category/Job Title	No. of Workers	Monthly Basic Salary (.....)	Period of Contract	Gender	Remark

Terms and Conditions

Food:	Provided by the company
Accommodation:	Provided by the company
Joining and return air ticket cost:	Provided by the company
Visa, medical test:	Provided by the company
Working hours and days:	8 hours/ day and 6 days / week
Medical and Insurance:	Provided by the company
Workmen's compensation insurance:	Insured by the Company
Local transport:	Provided by the company
Service/ Agency/ Broker fee:	Provided by the company
Right to retain employee's Passport:	Employee
Other benefits such as annual leave, over time, etc.should be in accordance with the labour Laws of	

For (Name of the Company)

Signature:

Name:

Position:

(Seal of the Company)