

**[ON the Letter Head of the Company]**

**Al-Badi Enterprises** (License No. : 4293/CHENNAI/PART/300/4 ¾ /6624 /2004)

Old No.2 A, New No. 4, 1<sup>st</sup> Floor,  
Park Road, Anna Nagar West Extension  
Padi,  
Chennai – 600050, Tamil Nadu,  
India

Date: (DD/MM/YYYY)

**DEMAND LETTER**

Dear Sir,

We request you to recruit the following suitable personnel's for our company from India as per the details given below

| Sno | Category | No. Of Workers | Salary /Month |
|-----|----------|----------------|---------------|
|     |          |                |               |
|     |          |                |               |
|     |          |                |               |
|     |          |                |               |

All the above salaries are in State of .....

The Following Terms and Conditions shall be included in the contract

1. Period of Employment : (Minimum)
2. Place of Employment :
3. :Probationary Period :3 months
4. Working Hours :8 Hours/Day
5. Accommodation :Provided
6. Transportation :Provided
7. Food Allowance :Provided
8. Joining Ticket :Provided
9. Air Ticket from Oman to India on Completion of Contract :Provided
10. Medical /Leave Benefits : As Per ..... Gov.Law
11. Condition of Termination and Final Settlement :As Per ..... Gov.Law
12. Overtime : As per ..... Gov. Law
13. Mode of Settlement of Disputes : As per ..... Gov.Law
14. All Other Facilities : As per ..... Gov. Law
15. Incase of Death – Provision in Regard to disposal & Transportation of Dead body of Emigrant :As per ..... Gov. Law

All other Terms and conditions shall be in accordance with the ..... (Name of the Country). Labor Law

Yours faithfully,

FOR [Name of the company recruiting]  
Managing Director –Name

Signature –with Seal of the company

*COMPANY SEAL*  
*ATTESTED BY THE*  
*CHAMBER OF COMMERCE*  
*& THE EMBASSY*