

SAMPLE OF DEMAND LETTER

Ref:

Date

To

Desert Line Ltd. (RL-2756)

Banani, Dhaka-1213, Bangladesh.

Subject: Demand Letter for Bangladeshi Workers

Dear Sir

We hereby writing this letter to request for the supply of Bangladeshi workers as per the following demands to work with our organization under the following terms and conditions:

SL.No.	Name of Post/Trade	Number of Vacancy	Monthly Basic Salary(USD)
1.			
2.			
3.			

Terms & Conditions of Employment:

- (1) Duration of service contract: 02 (Two) years and renewable.
- (2) Probation period: 03(Three) months
- (3) Air Ticket: Joining Air ticket shall be borne by..... and return air ticket will be provided by the company after successful completion of service tenure
- (4) Accommodation: Provided by the company
- (5) Food: Provided by the company
- (6) Working hours: 08 hours+ overtime as per labor law of the country
- (7) Over time Allowance: as per the law of the company.
- (8) Medical: Provided by the company
- (9) Holiday: 1 day in a week

Other terms and conditions of service will be as per Labor Laws of our country.

Thanking you.

Yours faithfully