

Date:

Manpower agency's name, address and license number

DEMAND LETTER

Dear Sir / Madam

We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below

Our block visa below :

1. Visa No. Issue date Expiry date:

S N	Profession	المهنة	Number of workers			Salary (SR)	Salary (in words)	Food Allowance
			Male	Female	Total			
							Free or SR.300	

The following Terms & conditions shall be included in the contract

- 1) Period of Employment: Two years(renewable)
- 2) Place of employment: (type name of the city) KSA.
- 3) Air Ticket: Air ticket will be provided by company for joining the Company for the first time (KTM-KSA) and & returning home after contract completion.
- 4) Visa charge is borne by Company itself and will not be deducted in workers' salary
- 5) Working Hours: 8 hrs per day, 6 days per week (48 hrs per week)
- 6) Over time :Minimum 1.5 times of the salary per hour
- 7) Probation Period: 90 days from date of entry into KSA
- 8) Resident Permit: Resident Permit will be provided by the company free of cost
- 9) Accommodation : Free bachelor accommodation should be provided by the company
- 10)Water, Electricity & gas : should be provided by the company
- 11)Medical Insurance : provided by the company
- 12) Transpiration: Provided by the company
- 13) Uniform, and Safety Materials : provided by the company
- 14) Annual paid Leave : minimum 21 days per year
- 15) Trip Allowance (for Heavy Driver)
- 16) Other Terms & Conditions : As per Saudi Labor Law

Name:

Designation:

Signature: