

M/s Emirates General Services Enterprises
Post Box: 5404, Abu Dhabi,
United Arab Emirates

Attention: Mr. SALEH ATIYAH
Managing Director

Contact Information	
Company Name:	
Contact Person:	
Contact #:	
Email Address:	
Website:	

DEMAND LETTER

Dear Sir,

We, M/s _____, P.O. Box #: _____, State: _____, U.A.E. wish to appoint you as our agent to recruit the following categories of personnel from (_____) for our client, as per the given details below:

Job #	Category of Workers	Required Nos.	Monthly Salary
1.			
2.			
3.			
4.			
5.			
Total Manpower Requirements:			

The following Terms and Conditions shall be included in the contract:

1. Place of Employment : _____
2. Employment Contract : _____
3. Working Hours : _____
4. Probation Period : _____
5. Accommodation : _____
6. Transportations : _____
7. Air Ticket : _____
8. Food : _____
9. Medical Benefits : _____
10. Leave Benefits : _____

ALL OTHER CONDITIONS OF SERVICES ARE IN ACCORDANCE WITH THE UAE LABOUR LAW AND ITS AMENDMENTS

Authorized Signatory

Date of Signature