

DEMAND LETTER

M/S. PROMPT MANAGEMENT SERVICES

SS-3/229, 1st Floor Sector-2,
Xerox Lane, Near Abott Hotel Vashi,
Navi Mumbai. Thane - 400703.
Regn. No.: 0588/mum/per/1000+/5/5438/2000

SUB: Recruitment of Personnel from India

Dear Sir,

Kindly arrange to recruit Indian Nationals for our company for the following categories as per the details given below.

SR. NO.	PROFESSION	NOS	BENEFITS
1			

These employees will also be entitled to the following facilities which will be duly mentioned in their individual employment contracts.

1. Free Transportation & Accommodation
2. 8 hours daily duty overtime will be paid as per company's policy
3. 3 years contract (Renewable)
4. All other terms and conditions as per UAE labour laws

Yours Faithfully,

For Company's Name:

Authorized Signatory:

Name:

Designation:

Company's Seal:

Note: This Specimen must be typed on employer's letter head and attested by the chamber of commerce, Ministry of Foreign Affairs and Indian Embassy /Consulate in the country of employment.