

AGREEMENT

This Agreement is made on [DATE] and entered into between [COMPANY NAME & ADDRESS] and XXX

The following Terms & Conditions have been agreed to:

01. The person or persons recruited shall be for the post or posts as per Demand Letters & shall be designated as stated in the Demand Letters.
02. The duration of the contract shall be a period of (02) two years and renewable by mutual agreement.
03. The person or persons engaged will be required to perform duties as mentioned on the Demand Letter and letter of appointment.
04. Working hours will be (08) eight hours per day & (48) forty eight working hours for a week and one day off per week.
05. Free return air ticket will be provided after completion of contract.
06. The salary and allowances will be as stated in demand letters and letter of appointment.
07. Overtime shall be paid for off duty hours & holidays.
08. Meals allowance included in the salary.
09. Free Accommodation shall be provided.
10. Medical facilities shall be provided free of charge.
11. The agent shall undertake to ensure that all applicants selected by the agent will be fit for the job & shall be guaranteed for a period of 90 days from the date of departure from Sri Lanka.
12. The foreign principal shall be responsible for all complaints made by the employees or their relations.
13. In case of death of the recruit during the contact period, the foreign principals shall agree to repatriation of the remains of the deceased along with the personal effects & savings at the expense of the foreign principals. Both in case of death, injuring compensation shall be paid according to labour laws of the country.

.....
[NAME]
[DESIGNATION]
[COMPANY NAME AND SEAL]

.....
XXX
Country