

[DRAFT IN YOUR COMPANY LETTERHEAD]

[DATE]

XXX

Address & Landmark

City

Country.

Dear Sir,

DEMAND LETTER

This is to request you to kindly recruit and select the following workers for us as classified and on basis of the employment benefits indicated below.

#	Category	Qty	Salary (SR)
01			
02			
03			
04			

Benefits/Conditions

- Ticket** : Two way ticket after successful completion of contract
Period will be provided.
- Medical** : Free medical provided
- Food** : Free food provided
- Accommodation** : Free accommodation will be provided.
- Working Hours** : Working hours will be 8 hours per day and 48 hours per week
(One day off per week)
- Contract Period** : 2 years renewable contract.
- Other Conditions** : Other services & condition will be as per KSA Labour Laws.

Thanking you,

[NAME]

[DESIGNATION]

[COMPANY NAME AND SEAL]