<ON THE LETTER HEAD OF THE COMPANY>

Date: \_\_\_\_\_\_\_\_\_\_\_

# LETTER OF DEMAND

We, M/s <name of the Company>, a Company incorporated under the Laws of Kingdom of Saudi Arabia, having Commercial Registration No. <C.R. Number > and registered address at <registered address of the Company>, have delegated M/s. Nooria Enterprises, having Lic. No. **B-0544/MUM/PER/1000+/5/5251/99**  and registered address at G3, Pakeeza Market, M. S. Ali Road, Opp. Royal Cinema, Mumbai - 400008, India, to recruit in Mumbai or any other city in India, the following personnel on our behalf:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Category** | **Quantity** | **Monthly Basic Salary** |
| 1 |  |  | SAR |
| 2 |  |  | SAR |
| 3 |  |  | SAR |

Further, we herewith authorize M/s. Nooria Enterprises to sign Employment Contracts with the workmen on following terms & conditions:

|  |  |  |
| --- | --- | --- |
| 1 | **Place of employment** | Any city in the Kingdom of Saudi Arabia |
| 2 | **Contract Period** | 2 (two) years, renewable |
| 3 | **Probation Period** | 3 (three) months |
| 4 | **Working hours per day** | 8 (eight) hours |
| 5 | **Food / Food Allowance** | Provided / included in the salary |
| 6 | **Accommodation/Transportation** | Provided by the Company |
| 7 | **Medical** | Provided by the Company |
| 8 | **Other terms and conditions** | As per labor laws of Kingdom of Saudi Arabia. |

**Yours sincerely**

For <name of Company>

Name, Designation & sign of authorized person with company round seal