

**Company Letterhead
with full address**

Date: DD MM YYYY

TO

Recruiting Agency Name

LIC. NO: RL-XXXX

CITY, BANGLADESH

DEMAND LETTER

Dear Sir,

We ABC Company LLC organized under the laws of QATAR here by appoint you, Recruiting Agency Name, LIC. NO. RL-XXXX to be our lawful attorney and agent in Bangladesh for processing the respective affairs for recruiting manpower as follows.

SL	CATEGORY/PROFESSION	QUANTITY	SALARY PER MONTH(QAR)
1	Category Name(basic)+(food allowance)
TOTAL =		

Terms & Conditions of the contract as follows:

1. Period of Employment : Year's
2. Place of Employment : **Anywhere at QATAR**
3. Probationary Period : months
4. Working hours : Hours Per day
5. Accommodation : Provided by the company
6. Food : Provided by the company
7. Transportation : Provided by the company
8. Ticket : One way Free (after complete of contract)
9. Overtime : As per QATAR labor laws
10. Medical benefits : As per QATAR labor laws
11. All other facilities : As per QATAR labor laws
12. All other conditions of services shall be in accordance with the QATAR labor law.

We appreciate your kind consideration on this undertaking.

Thanking you,

Employee Name

Sponsor

ABC Company LLC

ID No.: XXXXXXXXXXXXX