

Sample Demand Letter

Dear Sir,

We hereby place the following manpower demands for recruitment and dispatch of workers to work with our organization under the following terms and conditions:

Sl. No.	Category	Person	Basic Salary	Remarks

Terms & Conditions of Employment:-

1. Employment period : 2 years and renewable.
2. Working hours : 8 hours per day, 6 days in week.
3. Overtime allowance : The employee shall be entitled to overtime allowance whenever overtime works is done (Normal days 150%, Holidays 200% of basic salary).
4. Air ticket : Joining air tickets (Dhaka-Tripoli) and after completion of contract return air ticket shall be provided by the company.
5. Food : Daily 3 meals to be provided by the employer free of cost.
6. Medical benefits : Free emergency medical facilities will be provided by the employer to employee.
7. Accommodation & local transportation : Suitable accommodation with necessary facilities and transportation to be provided by the employer free of cost.
8. Local tax & other duties : All taxes and insurance premium will be paid by the company.
9. Holiday : One day in a week (normally Friday)
10. Annual leave : After 2 years completion of the contract 60 days leave with pay and round trip Air ticket will be provided by the company in case of future renewal and every two years thereafter, but in case of final exit employer will provide only return ticket.
Termination of the contract by the employee himself before 3 years the employer will not provide air ticket.
11. Residence Visa : Company shall provide workers with residence visas within 3 months after their entry.
12. Others : If anything is not mentioned here will be setting as per Libyan labor law.

Other terms and conditions of services of workers will be as per Labour Laws of Libya.

Thanking you.
Yours faithfully,