

[COMPANY LETTER HEAD]

Date:

TO
GREENLAND OVERSEAS
LIC. NO: RL-040
HOUSE 34, ROAD 100
GULSHAN 2, DHAKA 1212
BANGLADESH

DEMAND LETTER

Dear Sir,

We [COMPANY NAME] organized under the laws of JAPAN hereby appoint you, GREENLAND OVERSEAS, LIC. NO. RL-040 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
1			
TOTAL =			

Terms & Conditions of the contract as follows:

1. Period of Employment : 3 Year's
2. Place of Employment : Anywhere at JAPAN
3. Probationary Period : 3 months
4. Working hours : 8 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 JAPAN labor laws
10. Medical benefits : As per JAPAN labor laws
11. All other facilities : As per JAPAN labor laws
12. All other conditions of services shall be in accordance with the JAPAN labor law

We appreciate your kind consideration on this undertaking.

Thanking you,

NAME OF THE AUTHORISED PERSON
DESIGNATION
[COMPANY SEAL]