

## **Demand Letter**

To,  
M/s. Pakeeza Corporation  
3605/F-4 Railway Road, Multan  
Pakistan.

**Subject: Recruitment of Manpower from Pakistan**

Dear Sir,

We would appreciate if you recruit the following employees on our behalf, terms and conditions stipulated as under

| NO | POSITION | QUANTITY | SALARY RANGE |
|----|----------|----------|--------------|
| 1. |          |          |              |
| 2. |          |          |              |
| 3. |          |          |              |
| 4. |          |          |              |

**Other Terms & Conditions:**

|                       |                               |
|-----------------------|-------------------------------|
| 1. Period of Contract | _____ year(s)                 |
| 2. Annual Leave       | _____ days per year           |
| 3. Sick Leave         | As per host country labor law |
| 4. Accommodation      | Free                          |
| 5. Food               | Free or Reasonable Allowance  |
| 6. Medical            | As per host country labor law |
| 7. Overtime           | As per host country labor law |
| 8. Passage            | Free Air Passage to           |

Thanking you for your cooperation, we remain,

Yours faithfully,

For \_\_\_\_\_

**(Duly Attested by Ministry of Foreign Affairs of Host Country)**

### **Requisition:**

This demand letter is required in connection with recruitment of staff, which should contain the following information:

- Description of Job
- Grade & Salary
- Overtime Rate
- Number of Persons Required
- Period of Contract
- Mode of Travelling
- Food & Accommodation or allowance in lieu