**DEMAND LETTER**

Ref: ………………………………………….. Date: ………………………………………

To:

The Chief Executive

M.R. Janjua Manpower (Pvt) Ltd

House No. 205-B

Satellite Town

Rawalpindi

PAKISTAN

**Sub: Recruitment of Manpower**

Dear Sir

Reference to the subject above, please arrange candidates for selection/interview for us as per the following recruitment specifications/criteria, terms and conditions :-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Category/Job Title** | **No. of Vacancies** | **Monthly Salary** | **Recruitment Specifications/Criteria** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Terms and Conditions of Service:**

1. Contract Period : …… Years
2. Probation Period : …… Months
3. Working Hours Per Day : …… Hours / Day
4. Accommodation :
5. Annual Leave / Vacation : ….. after completion of One Year
6. Messing Facilities :
7. Medical Facilities :
8. Transportation :
9. Air Passage :
10. Others (if any) :

Thank you and best regards.

**Authorized Official Signature**

**(Name, Designation and Stamp)**