***Under your letterhead***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**DEMAND LETTER**

**HAYYA INTERNATIONAL SERVICE CORP.**

Mezzanine Floor Light Tower Center Bldg

1732 Dian St. Barangay Palanan, Makati City

Philippines 1205

Please arrange to recruit for us the following Manpower against our block visa no \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ as per attached visa slip.

|  |  |  |
| --- | --- | --- |
| **Actual Category** | **Required No.** | **Basic Monthly Salary** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

**Terms and Conditions:**

Contract Duration : Two (2) years

Site of Employment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, ksa

Working Hours : Max of (8) hours a day & Six (6) days a week

Accommodation : Provided by Employer

Food/ Food Allowance : Free / US$\_\_\_

Medical Treatment : Provided by Employer

Air Tickets (Roundtrip) : Provided by Employer

Other terms and conditions are according to the approved employment contract and as per Saudi Labor Law.

Our best regards,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Manager**