

## **Demand Letter**

(To be typed on company's official letterhead)

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

To,  
Everest Global Recruitment Services Pvt. Ltd  
Manpower License Number: 1275/074/75  
Kathmandu, Nepal

Sub: Manpower Demand to Recruit Nepalese National

Dear Sir

Concerning our power of attorney executed by us in your favor, we at this moment request you to kindly recruit the following category personnel to work in our organisation **Based in Location?**.

### **Terms and Conditions:**

1. No of Workers Required with requirement details
2. Sex
3. Age Group
4. Work Position
5. Location of Work Place
6. Monthly Salary
7. Normal Weekly work hours
8. Overtime Rates
9. Living Accommodation
10. Food Allowance
11. End of Year Bonus
12. Medical & Health Insurance
13. Joining and Return Air Ticket
14. Internal Work Transportation
15. Reparation
16. Health and Life Insurance Cover
17. In Country Visa & Work Permit Fees
18. Recruitment Service Fee

Authorized Signature

Seal of Company

**Note: Must be attested in COUNTRY from  
Chamber of Commerce and from nearest embassy of Nepal for on behalf of  
the government of Nepal**