

# TRANSFER TO A LETTERHEAD

## DEMAND LETTER

\_\_\_\_\_ ) Name and Address of  
\_\_\_\_\_ ) Philippine Agent  
\_\_\_\_\_ )

Sir:

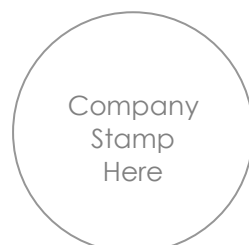
Please be informed that our Company is in need of the following workers to work in the \_\_\_\_\_ and we would like your agency to handle the recruitment for us:

JOB TITLE/CATEGORIES	NUMBER REQUIRED	BASIC SALARY (US \$)
1.		
2.		
3.		
<b>TOTAL</b>		

### TERMS AND CONDITIONS:

1. Free airline ticket from the Philippines to the site of employment and return after completion of contract.
2. Free food and accommodation
3. Free transportation from accommodation to the site of work
4. Two years contract.
5. Visa and medical fees, labour card and all other fees, if any will be paid for by the company.
6. **(FOR DRIVERS ONLY)**
  - ✓ The sponsor shall secure the driver with accident insurance and the vehicle assigned to him/her or will be driven by him/her during the entire duration of the contract shall be covered by a comprehensive vehicle insurance.
  - ✓ The Employer shall assist the driver in applying for his driver's license and will not charge him of expenses incurred in securing same.
  - ✓ Meantime that the driver is securing his license, his/her salaries and allowances shall continuously be given to him from the time of his arrival at the jobsite.
  - ✓ The employer will pay for the repatriation cost if in case the driver fails the driver's test.
7. Other terms and conditions according to \_\_\_\_\_ laws.

Very truly yours,



\_\_\_\_\_  
Print Name/Signature