

(To be prepared in the foreign Company's Letter head)

(Date)

Mr. T.Sritharan (Managing Director),
RETINA RECRUITING,
NO: 294, Galle Road,
Colombo – 04,
SRI LANKA.

Dear Sir,

Please arrange to supply the following manpower from Sri Lanka as per the terms and conditions given below.

<u>S/N</u>	<u>CATEGORIES</u>	<u>QTY</u>	<u>SALARY</u>
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TERMS AND CONDITIONS

Food : No
Accommodation : Allowance included in Salary
Medical and Transport : Provided by the Company.
Air ticket : Two way Air Ticket will be provided
Contract Period : 02 years Contract.
Duty Hours : 08.
All other terms as per the UAE Labour Law.

Yours faithfully,
(Company Name)

Authorized Officer