**[SHOULD BE PRINTED ON THE COMPANY LETTER HEAD]**

 Date

**RISHONA INTERNATIONAL LTD.**

**RL – 2092**

**Rasul view Tower**

**Office No. 6B, Levl-5**

**65 Mymensingh Lane, Bangla Motor**

**Dhaka, Bangladesh.**

**Kind Attn: Mr. Sagar Mahmud, Managing Director.**

We hereby request your company to arrange recruiting Bangladeshi Nationals for our company for the below categories, terms and conditions are followed by:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CATEGORY** | **QUANTITY** | **SALARY** |
| 1 |  |  |  |

**TERMS & CONDITIONS:**

|  |  |  |
| --- | --- | --- |
| Contract Period  | **:** |  |
| Working Hours  | **:**  |  |
| Working Days  | **:** |  |
| Overtime  | **:**  |  |
| Transport | **:** |  |
| Insurance  | **:**  |  |
| Medical  | **:** |  |
| Annual Leave  | **:**  |  |
| Sick Leave  | **:** |  |
| Air Ticket  | **:**  |  |

ALL OTHER TERMS AND CONDITION AS PER UAE LABOUR LAW.

Warm regards,

**COMPANY AUTHORITY SIGN, NAME and STAMP**