

NAME OF EMPLOYER/ COMPANY

Date

DEMAND LETTER

To: **Vinacom Vietnam International Investment Corporation(Vinacom IIC., Corp).**
Address: **Lot HH3, Alley 89, Le Duc Tho Str., My Dinh 2 Ward, Nam Tu Liem Dist.,
Hanoi, Vietnam.**
License No: **436/ LDTBXH-GP.**
Subject: **Recruit workers from Vietnam.**

Dear Sir,

Please advice that following personnel are required by (the company) for in

The dispatching of the personnel should be in effect as listed below:

No	Classification	Salary (USD) <i>(08hours per days and 06 days per week)</i>	Quantity	Job Details
1				
2				
3				
4				
5				
Total				

The basic conditions for their Employment Contract shall be according to employment country's Labor Law and as per summarized below:

1. Contract period: years and can be extended;
2. Working time: 08 hours per days and 06 days per week;
3. Overtime: According to employment country's Labor Law;
4. All Taxes, Social Funds, Insurances and Medical Treatment: will be provided by Employer;
5. Worker Compensation: will be provided by Employer;
6. Accommodation: will be provided by Employer;
07. Food: will be provided by Employer;
08. Transportation: will be provided by Employer;
09. Visa and Work permit: will be provided by Employer;
10. Annual Leave: as per employment country's Labor Law;
11. Air ticket from Hanoi to join and back to Hanoi upon completion the Employment Contract: will be provided by Employer;
12. Others: indicated in Employment Contract.

Many thanks for your prompt action on this above recruitment!

Yours truly,
(signed and sealed)