

(Company Letterhead)

Batangueño Human Resources Bldg.
Room 412 Doña Felisa Syjuco Bldg.
1872 Remedios St. Cor. Taft
Malate, Manila, Philippines 1004
Subject: Demand Letter

Date: _____

Dear Sir;

We would like to request you to arrange the recruitment of (Number of workers) workers as mentioned hereunder from Philippines to execute at (Name of Project) as soon as possible. We would like to request the approval of this order for the following categories which are urgently needed:

1. Job Category, No. of workers and Salary/Hour

No.	Job Category	No. of Workers	Monthly Salary (USD)	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
TOTAL				

2. Terms and Conditions

- 2.1 Employment Period :
- 2.2 Place of Employment :
- 2.3 Working Hours :
- 2.4 Overtime Allowance :
- 2.5 Medical Facilities :
- 2.6 Probation Period :
- 2.7 Food & Accommodation :
- 2.8 Other terms and conditions are same as stated on the Employment Contract.

Signed by:

Name:
Title:
Company name: