**Dear Sir / Madam**

**Job Order**

**We have pleasure in placing with you an order for supply of manpower for the job category listed below on following terms and conditions.**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Categories** | **Quantity** | **Minimum Monthly**  **Salary -** |
|  |  |  |  |

**Terms & Conditions**

|  |  |
| --- | --- |
| **1** | **Period of Contract will be 2 Years & renewable** |
| ***2*** | **The Recruits will be entitled to return air ticket after completion of contract period** |
| ***3*** | **The recruits will be entitled to free food, accommodation, medical and transport** |
| ***4*** | **Working hours per day will be 08 (eight) hrs with one day – off per week** |
| ***5*** | **All appointments will be subject to a probation period of 100 days from the date of appointment** |
| ***6*** | **All other terms & conditions will be in accordance with the pertinent law of the country of employment (Kuwait Labor Low)** |

You are kindly requested to make arrangements to supply the above categories of workers with necessary approval of the Sri Lanka Bureau of Foreign Employment , Colombo Sri Lanka.

The Authorization Letter and Agreement of Recruitment are attached herewith for necessary action please.

Yours faithfully

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**CEO**