

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

Date:

**OVAL OVERSEAS LIMITED  
RL - 2245  
M.R CENTER (4 TH FLOOR), PLOT-49,  
ROAD- 17, BLOCK -E,  
BANANI C/A, DHAKA-1213,  
BANGLADESH.**

**Kind Attn: Mr. MOHI U KHAN MAMUN  
CHAIRMAN**

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

	<b>CATEGORY</b>	<b>QUANTITY</b>	<b>SALARY PER MONTH</b>
1			

**TERMS & CONDITIONS:**

CONTRACT PERIOD :3 YEARS SUBJECT TO ROLL OF EXTENSION  
WORKING HOURS : 8 HOURS PER DAY  
WORKING DAYS :26 DAYS PER MONTHS  
OVERTIME : AS PER *Country* LABOUR LAW  
ACCOMMODATION :FREE SHARING ACCOMMODATION  
FOOD :PROVIDED BY THE COMPANY  
TRANSPORT :FREE TRANSPORT TO & FROM ACCOMMODATION TO WORK PLACE  
INSURANCE :AS PER *Country* LABOUR LAW  
MEDICAL :FREE MEDICAL IN GOVERNMENT HOSPITALS ONLY  
ANNUAL LEAVE :30 DAYS PER YEAR  
SICK LEAVE :AS PER *Country* LAW  
AIR TICKET :RETURN AIR TICKET IS PROVIDED BY THE EMPLOYER AFTER 2 YRS

ALL OTHER TERMS AND CONDITION AS PER *Country* LABOUR LAW.

Warm regards,

**COMPANY AUTHORITY SIGN, NAME and STAMP**