

Recruitment Demand Letter

New Dimensions International
New Delhi, India
Telephone: +91-98117-11217
Email: ceo@ndi.co.in

Attention: **Mr Sanjay Mahendru**

Dear Sir :

We are urgently in need of manpower for the following job categories. Parallel to this, we hereby place an order with your company to recruit, select and supply the personnel for the job titles enumerated below:

S.No	Job Title/ Category	No. of vacancy	Salary (Please mention currency)
	Total No.		

The detailed job specifications are attached for each job title.

Terms and Conditions:

- | | | |
|---------------------------|---|----------------------------------------|
| 1. Salary | - | As mentioned above |
| 2. Contract period | - | years, renewable / non renewable |
| 3. Probation period | - | |
| 4. Daily duty hours | - | |
| 5. Accommodation | - | |
| 6. Meals | - | |
| 7. Air passage | - | |
| 8. Local transport | - | |
| 9. Vacation per year | - | |
| 10. Visa/residence permit | - | will be borne by the employer |

Yours truly,

Name of the company
Officer's Name & Signature
Date

Phone:
Email: