**………………………………………CO.,LTD**

Address

Tel : +81-1-2345-6789 Fax : +81-1-2345-6789

Date: ………….

POLESTAR SERVICES CO., LTD.

No. 82 - A, Room 502, 5th Floor, Treasure Residence  
Sayarsan Lane, Bahan Township 11201, Yangon,  
Myanmar.

**LETTER OF DEMAND FOR WORKER RECRUITMENT**

This is to confirm that we hereby appoint and authorize your agency to recruit Myanmar workers for employment in our company. You are also to have the relevant authority's approval regarding the recruitment on behalf.

:

Our recruitment and terms of employment are as follows:

|  |  |  |
| --- | --- | --- |
|  | Company Name | …………………………………. Co.,Ltd |
|  | Company Address |  |
|  | Number of Workers |  |
|  | Gender |  |
|  | Age |  |
|  | Qualification |  |
|  | Health |  |
|  | Job Category |  |
|  | Place of Working |  |
| 10. | Working hour |  |
| 11. | Basic salary |  |
| 12. | Salary Payment method |  |
| 13. | Overtime |  |
| 14. | Working days |  |
| 15. | Holidays / Rest days |  |
| 16. | Accommodation |  |
| 17. | Transportation/Air ticket |  |
| 18. | Meals (Foods): |  |
| 19. | Training period |  |
| 20. | Training period Wage Scale: |  |
| 21. | Other Condition: |  |

Signature: Company Stamp:

**………………………. CO., LTD.**

Name:

Position: