

SAMPLE ONLY
(Company Letterhead)

MANPOWER DEMAND/REQUEST

Date: _____

NAME OF THE AUTHORIZED REPRESENTATIVE

Position

Name of the Foreign Recruitment Agency

Address

Dear _____:

Our company is in need of Filipino workers for the following position/s, kindly undertake the recruitment hereof pursuant to our Service Agreement:

JOB CATEGORY	NUMBER REQUIRED	BASIC SALARY (USD & SGD)	ALLOWANCE (USD & SGD)
1.			
2.			
3.			
TOTAL			

Thank you very much.

Very truly yours,

Company
Chop Here

Name and Signature
Employer