

Appointment letter

Sample of Appointment Letter

Date:

To,

The Director General
Department of Labour,
Dhaka, Bangladesh.

Dear Sir,

We at are pleased to inform you that we have appointed M/S **MILAD International Ltd.** having address Dag-1022, Madani Avenue, Vatara, Dhaka-1212, Bangladesh holding Recruitment **License No RL-1927**, under the Ministry of Labour and employment, Bangladesh, to act on our behalf for the recruitment of personnel from Bangladesh.

And therefore, we hereby give full assurance that the workers recruited by MILAD International Ltd to the aforesaid company will be appointed to their assignments within and only in..... And we also fully guarantee that workers will not be supplied to any other foreign countries by us.

We will remain obliged for your kind co-operation and necessary action in this regard so as to make the deployment soonest possible.

Thanking you & best regards

Signature:

Designation:

Company's seal: