

(In your Letterhead)

JOB ORDER

Date: / /

To: The Chairman
AleafAsia International
Office # 4, First Floor, Orchard Complex,
No. 7, Galle Road, Colombo - 6, Sri Lanka

	Position	No. Required	Salary (Currency)
1			
2			
3			
4			
5			

Accommodation Please indicate whether accommodation is provided, if so, whether it is single or family accommodation.

Air tickets Please indicate whether air tickets are provided Colombo/..... at the commencement of the contract and/Colombo on Successful completion of contract or/Colombo/..... Annually.

(Please indicate whether air tickets are Provided to candidate, spouse and children

Period of contract Please indicate

Medical Please indicate whether medicals are provided to candidate and family.

Other benefits Please indicate such as food allowance, transport etc.

No. of working hours Please indicate.

Signature

.....
Name and Title

Your Company Stamp