

# COMPANY LETTERHEAD

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Date:.....

## (SPECIMEN) GUARANTEE LETTER

To,  
The Director General  
Department of Labour & Employment Promotion  
Kathmandu, Nepal.

*Sub: Letter of Guarantee*

Dear Sir,

With due respect, we hereby confirm that all the workers as per the Demand Letter of..... workers Dtd:..... executed in favour of **M/s. Hope International (P) Ltd., License no.: 857/066/067, P.O. Box: 8536, Kathmandu Nepal** will work in our organization in.....(Country Name) only throughout the contract period.

Hence, we give surety of continuation of the Nepalese worker with us during the contract period.

Hope your good self will grant permission and approve the documents and visa for the further proceed.

Your timely co-operation and support on this regards is highly appreciated.

Yours faithfully,

For and on behalf of

**NAME & STAMP OF THE COMPANY**

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**Name of Authorized person**  
**Designation**

Note (A): (This letter must be attested by the Chamber of Commerce of the employer country)

Note (B): The Guarantee Letter must be attested thru our Nepal Embassy of host country.