

# 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,

We have sent a Demand Letter for Nepali workers to Hope International (P.) Ltd., Licence No. 857/066/067, for ..... numbers of Nepalese workers for our company. We hereby confirm that all the workers we demanded will be given the exact job as well as the accurate salary and other facilities as per the demand letter. Workers won't send or supply to any other country & company beside our company. We the company will take full guarantee for all the workers in case if we fail to meet the above criteria.

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**

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Note (A): (The Guarantee Letter should be attested in the country of employment by The Chamber of Commerce & Ministry of Foreign Affairs.)