

COMPANY LETTERHEAD

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

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)