

**SAMPLE GUARANTEE LETTER**  
**(Institutional)**

Date:

The Director General,  
Department of Foreign Employment,  
Ministry of Labour, Employment and Social Security,  
Kathmandu, Nepal

Re : GUARANTEE LETTER

Dear Sir,

We have sent a demand letter for Nepalese Workers to .....  
.....a Nepali Manpower agency having License No..... for  
.....number of ..... (job category) for our company. In this regard, we wish to  
assure you that this demand is for our Agency only and the workers will be working in UAE. We  
also assure you that these workers will not be sent out of the United Arab Emirates. Furthermore,  
all the terms and conditions mentioned in the contract paper will be truly implemented.

Office Seal

\_\_\_\_\_  
(Sign)

Name:

Position:

Contact No: .....