

SAMPLE

Date

ATTY. HANS LEO J. CACDAC
Administrator
Philippine Overseas Employment Administration
POEA Bldg., Ortigas Ave. cor EDSA
Mandaluyong, Metro Manila
Philippines

Thru: LABOR ATTACHE JOAN LOURDES D. LAVILLA
Philippine Overseas Labor Office, Philippine Embassy
6 Suffolk Street, SW1Y 4HG London

Re : REQUEST FOR EXEMPTION FROM THE POEA'S NO DIRECT HIRING POLICY

Dear Administrator Cacdac:

I would like to request for exemption from the POEA's No Direct Hiring Policy relative to my hiring of _____ as _____ here in the United Kingdom/Republic of Ireland.

My request for exemption is based on the following grounds:

- 1. I am a member of the diplomatic corps/international organization stationed in the UK/Republic of Ireland.
- 2. I am an immediate member of the UK royal family.
- 3. I am a senior government official of the UK/Republic of Ireland.
- 4. I am a Filipino expatriate and UK/RI resident with capacity to hire a Filipino worker.
- 5. I am a relative of the worker; s/he is my _____.
- 6. I previously employed her/him in _____ for at least a year.
- 7. I will hire on a one-time basis.
- 8. I need the worker immediately.
- 9. I undertake that I shall not charge any placement fee from her/him.

Attached are relevant documents to support my request. Hoping for favorable consideration of this request.

Very truly yours,

(Name and Signature of Employer)