Company legal name

Address

Contact

DATE
DATE

TO
CANDIDATE

Offer of employment: {{Accounts Executive|Job title}}

Dear First name, we are pleased to offer you the position of Job title at Company, Work location, on the terms below. This offer is subject to a MoHRE work permit, residence visa, medical fitness and Emirates ID being issued.

Term	Detail
Start date	
Contract	
Basic salary	
Allowances	
Total monthly	
Probation	
Working hours	
Annual leave	
Notice after probation	
Health insurance	

On acceptance, we will issue the MoHRE job offer and employment contract in Arabic and English with these same terms. The MoHRE-registered contract governs your employment.

Please sign and return a copy by Reply by.

For the company

Accepted by candidate

Date

Fill in the blanks, delete what does not apply. Not legal or tax advice: check current FTA / MoHRE rules.