

# COMPANY LETTER HEAD

## AGREEMENT OF EMPLOYMENT

Dear .....

We are pleased to confirm having offered you the position of ..... with **Sponsoring Company**, on the following terms and conditions:

**Monthly Salary:** Total Basic Salary of ..... per month payable monthly in arrears.

**Accommodations & Other Allowance:** ..... per month payable monthly in arrears.

**MEDICAL:** Initial cost for Medical Test and Health Card will be paid by the company but no other expenses will be paid by the company toward the medical.

**PROBATION:** You will be on probation for a period of 3 months from the date of your appointment. At the end of this period, provided that your services are found satisfactory you will be confirmed in your appointment. During the probationary period the company reserves the right to terminate your services without prior notice or pay in lieu thereof. After have to give a 3-month notice period to the company, if you resign form the services.

**CONTRACT DURATION:** This contract is open ended.

**LEAVE:** You will be entitled to one month (30days) paid leave per annum, such leave should be taken at a time acceptable to the company after completion of 12 month services.

**TRAVEL:** You will be entitled to an economy return every once a year.

**LAWS OF U.A.E:** At all times you are subject to the local laws and agree to abide strictly by such laws. In the event of any conflict between the terms and conditions to this agreement and the labor laws it is understood that the laws shall prevail.

**DEVOTION OF DUTIES:** You will devote your entire time and attention to your duties and shall not engage in any other business. Hours of work shall be those necessary for the efficient running of the business.

You will carry out any duties assigned to you from time to time, as per the requirements of the company. The company reserves the right to post you to any of its branches, associated companies or subsidiaries.

You shall not in any circumstances or at any time during the continuance or after the termination of your employment, impart any information regarding the business or affairs of the company or of any associated concern of the group to any person. Firm or company except with the express permission of the company or in so far as may be required by a court of competent jurisdiction.

You shall not engage in any business activities in any shape or form that is similar or competitive to the company's business for a period of two years from leaving the company's employment in accordance with Article ----- of the Labor Law No..... except with the consent of the Directors.

You are requested to sign the duplicate copy of this letter in token of your acceptance the forgoing terms and conditions of appointment.

Yours faithfully,

ACCEPTED

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For Company Seal

(Name)  
Designation