



Tech Nova

Dear Mr. Ahmed,

Thank you for your interest in Tech Nova for IT services, and for taking the time to meet without a team. Further to meeting with you and after internal discussions, we are pleased to offer you the role of "Senior Finance Manger"

Please find attached the offer letter and take time to review it. The letter of offer includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with our organization.

Should all terms be favorable, please indicate your acceptance of the offer letter by signing the two pages of this agreement and returning it to me within max 3 calendar days from the date of the email.

Following your acceptance, you are kindly requested to provide us with the following documents on or before joining:

- Signed offer letter
- Confirmation of the joining date
- National ID copy
- Password copy (if available)
- Educational certificate
- Birth certificate
- Military certificate (Male only)
- Social insurance statement
- Labor office statement
- Criminal status statement

- Medical form 111
- 2 photos (4*6 size) white background

We look forward to welcoming you to our team

Best Wishes,