

ABC Technologies  
Dubai Internet City  
Dubai, UAE  
[hr@abctech.ai](mailto:hr@abctech.ai) | +971-4-000-0000 | [www.abctech.ai](http://www.abctech.ai)

Date: December 15, 2024

Max Mustermann  
XYZ road, Dubai, UAE  
Dubai, UAE

Subject: Offer of Employment – Business Analyst

Dear Max Mustermann,

We are pleased to extend to you an offer of employment with ABC Technologies for the position of Business Analyst, reporting to the Head of Product & Strategy. Based on our discussions and your qualifications, we are confident you will be a valuable asset to our growing team.

#### Position Details

- Job Title: Business Analyst
- Start Date: January 1, 2025
- Location: Dubai, UAE
- Employment Type: Full-Time
- Work Hours: 9:00 AM – 6:00 PM, Monday to Friday

#### Compensation & Benefits

- Annual Base Salary: \$100,000 USD, payable monthly in arrears (subject to applicable taxes and statutory deductions).
- Performance Bonus: Eligible for an annual bonus of up to \$10,000 USD, based on both individual performance and company outcomes.

#### Benefits:

- Comprehensive medical insurance (employee + dependents)
- Paid time off: 22 working days annually, in addition to UAE public holidays
- Professional development allowance
- Work visa sponsorship
- End-of-service gratuity as per UAE labor law

## Responsibilities

As a Business Analyst, you will be responsible for:

- Gathering and analyzing business requirements from internal and external stakeholders
- Translating business objectives into technical requirements and functional specifications
- Supporting cross-functional teams (product, engineering, sales) to ensure delivery of solutions
- Generating reports, insights, and KPIs to aid decision-making and performance tracking

A detailed job description will be shared with you on or before your start date.

## Other Terms

- Probation Period: 6 months
- Notice Period: 30 calendar days by either party
- This offer is contingent upon verification of identity, right to work in the UAE, and satisfactory completion of any background checks.

## Acceptance

Please indicate your acceptance of this offer by signing and returning this letter by December 20, 2024. Should you have any questions in the meantime, feel free to reach out to us.

We look forward to welcoming you to ABC Technologies and embarking on a successful journey together!

Warm regards,

Sarah

HR Manager

ABC Technologies

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## Acknowledgement & Acceptance

I, Max Mustermann, accept the terms of employment as outlined in this offer letter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_