Ref: {{ID}}

Date: {{DATE}}

{{SALUTATION}} {{CANDIDATE\_NAME}}

Tel No: {{TELEPHONE}}

Email ID: {{PERSONAL\_EMAIL}}

**Dear {{SALUTATION}} {{CANDIDATE\_NAME}},**

Abu Dhabi University (ADU) is pleased to offer you a contract of employment for the position of {{POSITION}} in the {{DEPARTMENT}} based in {{CAMPUS}}, UAE. This position reports to the {{REPORTING\_MANAGER}}.

Your first day of employment with Abu Dhabi University will be based on the availability of legal approvals, and the term of your contract shall be limited to a period of two (2) years, renewable upon mutual agreement.

1. Package

Your total monthly compensation will be AED {{SALARY}}, comprising:

* Basic Salary: 50% of the total monthly compensation.
* Other Allowance: 50% of the total monthly compensation.

Payment will be made at the end of each calendar month.

2. Terms and Conditions

**Probation Period:** The first {{PROBATION}} months from the start date shall constitute the probationary period.  
**Notice Period:** Upon successful completion of the probationary period, either party may terminate this contract by providing one academic semester’s written notice, coinciding with the end of the semester, or payment in lieu, in accordance with ADU policy.

3. Benefits

**Accommodation:** Unfurnished on-campus accommodation based on availability, or a housing allowance of AED {{HOUSING\_ALLOWANCE}} per year (paid monthly) will be provided based on eligibility.

**Furniture Allowance:** AED {{FURNITURE\_ALLOWANCE}} provided at the commencement of employment as a forgivable loan amortized over three (3) years. Should you leave ADU before completing three years of service, the amount will be repayable on a pro-rata basis.

**Annual Leave Airfare:** Cash in lieu of economy class air tickets for yourself, your spouse, and up to two (2) eligible dependent children under the age of 21 years residing in the UAE, based on ADU’s published schedule of rates including your country of origin. This amount will be paid annually in the month of May, prorated to your joining date.

**Commencement Air Tickets:** {{JOINING\_TICKET}}

**Relocation Allowance:** Up to AED 3,000 at the commencement of employment to support the relocation of personal effects to ADU-provided accommodation. Reimbursement will be subject to submission of original receipts.

**Repatriation Air Tickets:** You will be provided with Economy Class air tickets for yourself, spouse and your eligible dependents (up to 2 children under 21 years) residing in the UAE upon your end of employment to your country of origin.

**Repatriation Allowance:** AED {{REPARIATION\_ALLOWANCE}} upon conclusion of your contract, applicable only upon completion of two (2) years of continuous service with ADU.

**Medical Insurance:** You will be provided with medical insurance coverage for yourself, spouse and your eligible dependents (up to 3 children under 21 years) residing in the UAE. (Applicable only for married individuals with spouse/children under their sponsorship)

**Annual Leave Entitlement:** {{ANNUAL\_LEAVE\_DAYS}} calendar days of paid annual leave.

**School Fee Subsidy:** An annual subsidy of AED {{EDUCATION\_ALLOWANCE\_PER\_CHILD}} per eligible child under the age of 21 years residing in the UAE under your sponsorship, up to a maximum of AED {{EDUCATION\_ALLOWANCE\_TOTAL}} per family. This benefit applies only to married individuals with children under their sponsorship.

**ADU Tuition Waiver:** 75% deduction on tuition fees for self, 50% for dependents and 25% for immediate family in accordance with ADU Policy. (applicable upon completion of one year of service with ADU)

4. End of Service Entitlements

**- End of Service Gratuity:** Calculated at one (1) month’s basic salary for each completed year of service, in accordance with ADU policy and UAE Labour Law. This will be prorated for any partial years of service. No gratuity is payable for service of less than one (1) year.

5. Additional Provisions

a) If married, any benefits provided by the spouse’s employer will not be duplicated by ADU. You are required to declare to TEG any benefits at the time of acceptance of this offer and of any future change in your spouse’s benefits while you are employed at ADU.  
b) You may be requested to teach in other ADU campuses as required by the college.

6. Documentation Requirements

- Ministry of Higher Education and Scientific Research (MOHESR) Clearance.  
- Completion of visa and ADU sponsorship formalities.  
- Attestation of original academic qualifications.  
- Medical examination and clearance.  
- Notarized copies of marriage and birth certificates (if applicable).  
- Provision of a current and valid Police/CRB Clearance.  
- Receipt of satisfactory references.

By accepting this offer, you attest that all personal and business information and documents provided to ADU are true, accurate, and complete. You further acknowledge that any discrepancy in such information or documents may lead to the withdrawal of this Employment Offer and the termination of your employment contract, even after you have joined.

7. Validity

Your acceptance of this offer must be received within ten (10) working days from the date of this letter.

This offer, once signed, constitutes an official agreement between Abu Dhabi University and yourself. Your signature on this document indicates your agreement with the included terms and conditions of employment and supersedes all other written and/or verbal agreements, understandings, and offers.

We look forward to welcoming you to Abu Dhabi University.

Sincerely,

**Prof. Hamad Ebrahim Ali Odhabi**

**Vice Chancellor for AI and Operational Excellence**

**Acknowledgment and Acceptance**

I accept this offer of employment and agree to sign the Ministry of Labour Contract upon joining ADU.  
  
Name (print): {{SALUTATION}} {{CANDIDATE\_NAME}}  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_