Ref: TEG/{{Employee\_ID}}

Date: {{Date}}

{{Candidate\_Name}}

Tel no: {{Phone\_Number}}

Email ID: {{Email}}

Dear Dr. {{Candidate\_Last\_Name}},

Abu Dhabi University (ADU) is pleased to offer you a contract of employment for the position of {{Position\_Title}} in the {{Department}} based in {{Campus}}, UAE. This position reports to the Dean/Chair of {{Supervisor\_Name}}. 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 years, renewable upon mutual agreement.

**1. Package:**

Your total monthly compensation will be AED {{Monthly\_Salary}}. In addition, the following terms, conditions and benefits apply:

**1.1 Basic Salary and Allowance:** Basic Salary (50%) and Other Allowance (50%) paid at the end of each calendar month.

**1.2 Probationary Period:** The first 6 (six) months from your employment start date shall be considered as your probationary period.

**1.3 Housing and Furniture Allowance:** {{Housing\_Allowance\_Clause}} {{Furniture\_Allowance\_Clause}}

**1.4 Annual Leave Ticket Allowance:** {{Annual\_Ticket\_Cash\_Allowance\_Clause}}

**1.5 Joining and Repatriation Ticket:** {{Joining\_Repatriation\_Ticket\_Clause}}

**1.6 Relocation and Repatriation Allowance:** {{Relocation\_Repatriation\_Clause}}

**1.7 Medical Insurance:** {{Medical\_Insurance\_Clause}}

**1.8 Annual Leave:** {{Annual\_Leave\_Clause}}

**1.9 Children Schooling Subsidy:** {{Children\_School\_Allowance\_Clause}}

**1.10 Tuition Waiver:** {{Tuition\_Waiver\_Clause}}

**1.11 End of Service Gratuity:** {{End\_of\_Service\_Clause}}

After the completion of the probation period, both parties may terminate this contract with one academic semester’s written notice coinciding with the end of the semester.

Note:

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 the other ADU campuses as required by the college.

**2. Documentation:**

This offer is subject to the following:

• Ministry of Higher Education and Scientific Research (MOHESR) Clearance.

• Completion of your Visa and ADU sponsorship formalities.

• Attestation of your original academic qualifications.

• Medical examination and clearance.

• Notarized copies of marriage and birth certificates.

• Provision of current and valid Police/CRB Clearance.

• Receipt of satisfactory references.

By accepting this offer you attest that all the personal and business information and documents you have provided to ADU are true, accurate and complete and 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 join.

**3. Validity:**

Your acceptance of this offer must be received within 10 working days from the date of this letter. This offer once signed is 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

I accept this offer of employment and agree to sign the Ministry of Labor Contract upon joining ADU.

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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