Ref: TEG/{{Employee\_ID}}

Date: {{Offer\_Date}}

{{Candidate\_Name}}  
Tel no: {{Candidate\_Phone}}  
Email ID: {{Candidate\_Email}}

Dear Dr.,  
  
Abu Dhabi University (ADU) is pleased to offer you a contract of employment for an Assistant Professor in {{Position\_Title}} position in the {{College\_Name}} based in {{Campus\_Location}}, UAE. This position reports to the Dean/Chair of {{Department\_Name}}. Your first day of employment with the 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 {{Total\_Compensation}}. In addition, the following terms, conditions and benefits apply:

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

1.2. The first 6 (six) months period from the start date shall be deemed to be the Probationary Period.

1.3. Housing Allowance: A housing allowance of AED {{Housing\_Allowance}} per annum will be provided if university accommodation is not available.

1.4. Furniture Allowance: {{Furniture\_Allowance\_Clause}}

1.5. Annual Leave Tickets: Cash in lieu of economy class air tickets for you, spouse, and up to 2 children under 21 years residing in the UAE.

1.6. Joining and Repatriation Tickets: Economy class air tickets for you and your eligible dependents upon commencement and repatriation.

1.7. Relocation and Repatriation Allowance: AED 3,000 each for relocation and repatriation, reimbursed based on receipts.

1.8. Medical Insurance: Provided for you, your spouse, and up to 3 dependent children under 21 years of age.

1.9. Annual Leave: 56 calendar days of paid leave per academic year.

1.10. Tuition Fees Subsidy: AED 25,000 per eligible child (up to AED 50,000 per family) for UAE-based schooling.

1.11. ADU Tuition Waiver: 75% for self, 50% for dependents, 25% for immediate family, post one year of service.

1.12. End of Service Gratuity: One month’s basic salary per year of service, pro-rated (minimum one year of service required).