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. Probationary Period:** The first 6 (six) months from the start date shall be deemed to be the probation 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 two children under 21 years residing in the UAE, paid in May and prorated.

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

**1.7. Relocation and Repatriation Allowance:** AED 3,000 upon joining and AED 3,000 upon completion of contract, with receipts.

**1.8. Medical Insurance:** Coverage for self, spouse, and up to three children under 21 years residing in the UAE.

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

**1.10. Tuition Fees Subsidy:** AED 25,000 per eligible child (up to AED 50,000 per family) residing in UAE under your sponsorship.

**1.11. ADU Tuition Waiver:** 75% for self, 50% for dependents, 25% for immediate family, after 1 year of service.

**1.12. End of Service Gratuity:** One month's basic salary per year of service (minimum one year), prorated.

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. Declare any benefits upon joining or if they change.  
b) You may be requested to teach at other ADU campuses as required.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_