**Faculty Offer Letter**

Ref: TEG/{{emp\_id}}

Date: {{date}}

{{salutation}}

Tel no: {{phone}}

Email ID: {{email}}

Dear Dr.,

Abu Dhabi University (ADU) is pleased to offer you a contract of employment for an {{position\_title}} position in the {{designation}} based in {{campus}}, UAE. This position reports to {{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 years, renewable upon mutual agreement.

1. Package:

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

1. 1.1. Basic Salary (50%) and Other Allowance (50%) paid at the end of each calendar month.
2. 1.2. The first {{probation}} months from the start date shall be deemed to be the Probationary Period.
3. 1.3. You will be provided with unfurnished accommodation off campus based on availability else, a housing allowance of {{housing\_allowance}} per year will be provided. A furniture allowance of {{furniture\_allowance}} will be provided at the commencement of your employment. This is provided as a forgivable loan amortized over three years. If you leave ADU employment prior to completion of three years, it will be repayable on a pro-rata basis.
4. 1.4. You will be provided with cash in lieu of Economy Class air tickets for yourself, spouse and your eligible dependents (up to 2 children under 21 years) residing in the UAE for your annual leave based on a published schedule. This amount will be provided annually in May prorated to your joining date.
5. 1.5. 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 {{joining\_ticket}}.
6. 1.6. You will be provided with a relocation allowance of {{relocation\_allowance}} at the commencement of your employment to support the relocation of your personal effects. This is reimbursed based on original receipts. A repatriation allowance of {{repatriation\_allowance}} is provided upon contract conclusion (if you complete 2 years of service).
7. 1.7. Medical insurance coverage for yourself, spouse, and eligible dependents (up to 3 children under 21) residing in the UAE will be provided: {{health\_insurance}}.
8. 1.8. You will be entitled to {{annual\_leave}} calendar days of paid annual leave.
9. 1.9. You will be provided an annual tuition fee subsidy of {{school\_allowance}} for two children (under 21 years residing in the UAE under your sponsorship).
10. 1.10. ADU Tuition Waiver: {{tuition\_discount}}.
11. 1.11. An end-of-service gratuity equivalent to one month's basic salary per year of service, pro-rated. No gratuity is paid for service less than one year.

After the probation, either party may terminate this contract with one academic semester’s notice.

Note: If married, any benefits provided by the spouse's employer will not be duplicated. Disclosure is required at the time of offer acceptance and any future change in benefits must be reported.

You may be requested to teach at other ADU campuses as needed.

2. Documentation:

This offer is subject to MOHESR clearance, visa and sponsorship processing, attestation of academic qualifications, medical clearance, marriage/birth certificate notarization, police clearance, and satisfactory references.

3. Validity:

Your acceptance must be received within 10 working days. Your signature below confirms agreement to the terms.

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