Ref: TEG/{{employee\_id}}

Date: {{date}}

{{designation}} {{name}}

Tel no: {{phone}}

Email ID: {{email}}

Dear {{designation}} {{name}},

Abu Dhabi University (ADU) is pleased to offer you a contract of employment for a {{position\_title}} position in the {{college\_or\_department}} 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 {{salary}}. 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 {{probation\_period}} months from the start date shall be deemed to be the Probationary Period.

1.3. You will be provided with unfurnished accommodation off campus based on availability; else, a housing allowance of AED {{housing\_allowance}} per year will be provided based on your eligibility (paid on a monthly basis).

Furniture allowance in the amount of AED {{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 the completion of three years, then this amount will be repayable on a pro-rata basis.

1.4. You will be provided with cash in lieu of Economy Class air tickets for yourself, spouse, and your eligible dependents (up to two children under 21 years) residing in the UAE for your annual leave based on a published schedule of rates including your country of origin. This amount will be provided annually in the month of May, prorated to your joining date.

1.5. You will be provided with Economy Class air tickets for yourself, spouse, and your eligible dependents (up to two children under 21 years) residing in the UAE upon your {{international\_joining}} and repatriation to your country of origin.

1.6. You will be provided with relocation allowance of up to AED 3,000 at the commencement of your employment with ADU to support the relocation of your personal effects to ADU-provided accommodation. This reimbursement will be based on the provision of original receipts. You will also be provided with a repatriation allowance of AED {{repatriation\_allowance}} upon conclusion of your contract with ADU (applicable only upon completion of 2 years of service with ADU).

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

1.8. You will be entitled to {{annual\_leave\_days}} calendar days of paid annual leave.

1.9. You will be provided an annual tuition fee subsidy of AED {{education\_allowance}} for up to two children (under 21 years residing in the UAE under your sponsorship). (Applicable only for married individuals with children under their sponsorship.)

1.10. 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.)

1.11. An end-of-service gratuity calculated on one month’s basic salary per year of service will be paid as per ADU policy. This will be prorated for your years of service. No end-of-service gratuity will be paid for less than one year of service.

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. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_