



Private and Confidential

Fida Femin Musthfa Puthan Veettill
Passport No – V2161043

Date: 30th Oct 2023

Dear Fida,

Further to our recent discussions, we are pleased to offer you employment with Lawgical Group LLC.

We set out below the principal terms of offer:

Job Title:	HR & Admin Officer	
Business Unit:	Human Resource	
Location:	Dubai, UAE	
Monthly Fixed Compensation:	Basic	2,750
	Housing Allowance	1,650
	Transport Allowance	1,100
	Total	5,500

Your monthly fixed compensation will be paid in arrears at the end of each month. No tax is levied in UAE on salary or other income earned by individuals.

Bonus: You will be entitled to participate in the firm's discretionary bonus scheme under which payment will be made in recognition of exceptional performance against various measures.

Medical Insurance: You will be entitled to free medical insurance cover for yourself under the firm's group medical insurance scheme.

Annual Leave: You will be entitled to thirty (30) calendar days paid leave annually after completing one year of employment with the company.



Annual Ticket

You will be entitled to receive AED 750 towards a return economy class ticket allowance as per Firm's Annual Ticket Allowance policy for yourself to your home country after completing every two years.

**End of Service
Indemnity:**

You will be entitled to end of service indemnity as per the local labour laws.

Proposed Start Date: 1st Nov 2023

We are confident that you will have a challenging and rewarding career with our firm.

If you wish to accept this offer of employment, please send your confirmation by email to kishore@lawgicalgroup.com. On receipt of your confirmation, we will send you an employment contract that will set out all the terms and conditions of your employment with the firm.

If you have any queries or if you wish to further discuss the terms of offer, please feel free to contact us.

We look forward to hearing from you.

Yours sincerely
for and on behalf of Lawgical Group

Kishore Mulani
Managing Director

Employee Acceptance:
Fida Femin Musthfa Puthan Veettil

Signature

Date

31-10-2023