



**Private and confidential**

1<sup>st</sup> September 2023

**Sylvia Jacob Faisal Abdul Jabbar**  
**Passport No – AA8330302**

Dear Sylvia,

Further to our recent discussions, we are pleased to offer you employment with **Jaypee Realty Real Estate**.

We set out below the principal terms of offer:

**Job Title:** Relationship Manager

**Business Unit:** Sales

**Location:** Dubai , UAE

	Amount (AED)
Basic	3000
Housing Allowance	2500
Transport Allowance	2500
<b>Monthly Fixed Compensation:</b>	<b>Total 8000</b>

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 payments 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 30 (thirty) Calendar days paid leave annually after completing one year of employment with the company.

**Annual Ticket Allowance:** 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:** 11<sup>th</sup> September 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 [anushka@lawgicalgroup.com](mailto:anushka@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 our Human Resources – [Anushka@lawgicalgroup.com](mailto:Anushka@lawgicalgroup.com)

We look forward to hearing from you.

Sincerely,

**Anushka Setia**

**HR & Admin Officer**



**Employee Acceptance:**