



Private and confidential

11th July 2023

Amira Siddique
Passport No – BV5467223

Dear Amira,

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: Collection Officer
Business Unit: Debt Recovery & Collections
Location: Dubai , UAE

Monthly Fixed Compensation:		Amount (AED)
	Basic	2250
	Housing Allowance	1350
	Transport Allowance	900
	Total	4500

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: 11th July 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. 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

We look forward to hearing from you.

Yours sincerely
for and on behalf of Lawgical Group

Anushka Setia

Human Resource & Admin Officer

Amira Siddique

Collection Officer