



30<sup>th</sup> Aug 2021

**Private & Confidential**

Ms. Malak Mohammad Irshaid Al Dairi

Email: [malakmohamad7777@gmail.com](mailto:malakmohamad7777@gmail.com)

Emirates ID: 784-1992-2821720-6

Dear Malak,

**Sub: Offer Letter**

We are pleased to offer you employment with our firm, Lawgical Group LLC (the “Company”) on the following terms and conditions:

1. **Designation:**

You will be employed by the Company as a “Paralegal” with effect from 30<sup>th</sup> August 2021.

2. **Probation:**

You will be on probation for six (6) months from the date of your employment with the Company. During the probation term, either party may terminate this contract of employment without any prior notice.

3. **Remuneration:**

Your total salary shall be AED 5,000 (United Arab Emirates Dirhams Five Thousand Only) which shall be comprised as follows:

Basic Salary:	AED 2,500
Transportation Allowance:	AED 800
Housing Allowance:	AED 1,700



4. Annual Leave entitlement:

You shall be entitled to thirty (30) calendar days paid leave annually after completing one year of employment with the Company.

5. Additional Benefits:

- You will be entitled to receive AED 1,500 towards a return economy class air ticket to your home country once every two years.
- You will receive a corporate sim card and a laptop which shall be used only for the purpose of your employment with the Company and shall be duly returned by you to the Company upon termination of your employment with the Company.

6. Working Hours:

The office working hours are from 09:00 AM to 06:00 PM, Sunday to Thursday. We reserve the right to review the working hours and days in line with business requirements.

From time to time, you will be required to work reasonable additional hours or after hours when necessary, to perform your duties.

7. Notice Period:

Either party must give one month's notice to terminate your employment with the company. However, during the probation term, either party may terminate this contract of employment without any prior notice.

8. Confidentiality:

You shall keep confidential the terms of this letter and all information that you acquire or learn during the course of your employment with the Company during and after the term of your employment. You agree not to reveal to any person, firm, or corporation any confidential information of any nature concerning the Company and its business at any time. The term "confidential information" includes without limitation all the Company's confidential and proprietary information and any professional/business secrets of the Company in existence on the date hereof or existing at any time during the course of your employment with the Company. You shall not divulge any business details to any business that stands in direct or indirect competition with the Company's business/services including but not limited to that what is expressed herein.

9. Non-compete:

You shall not, during your employment with the Company, engage simultaneously in any similar business or provide any services similar to or connected with your role in the Company.



You may also not generate business or contribute to the business of any competitor company having business similar to or related to that of the Company including but not limited to legal consultancy and advocacy firms, debt collection agencies and corporate commercial legal firms.

10. Non-solicitation:

During the course of your employment with the Company, you shall not divert or attempt to divert any business from the Company, nor shall you interfere with the business relationships between the Company and any of its clients or agents.

For a period of three (3) years after the termination of your employment with the Company, you shall not divert any business of the Company and/or its affiliates or any clients of the Company and/or or its affiliates' business to any other person, entity or competitor, or induce or attempt to induce, directly or indirectly, any person to leave his or her employment with the Company.

11. Governing Law:

This offer letter shall be governed by the rules of the Sharjah Media City Free Zone and the prevailing laws of the emirate of Sharjah and Federal laws of the United Arab Emirates as amended. Any dispute arising out of or in connection with this letter and/or your employment with the Company shall be subject to the exclusive jurisdiction of the courts of Sharjah.

12. Validity:

This offer shall be valid for five (5) calendar days from the date of this letter and shall revoke thereafter, unless accepted unconditionally by the employee.

Yours sincerely

Lawgical Group LLC

I, Malak Mohammad Irshaid Al Dairi have understood the contents of the offer letter and I hereby confirm my consent and acceptance of the above offer of employment.

Signed:

Dated:

30, Aug, 2021

