

Date: 21/10/2025

Dear Mr. Thanura Achage (Passport No: N7437589)

With reference to our recent discussion, we are pleased to invite you to join HEILAN GENERAL TRADING LLC for the position in accordance with the following general terms and conditions:

Employee Position: Sales Associate

Location: Dubai. Meanwhile, you will be require to travel for business if it is necessary

Joining Date: 01/12/2025

Contract Term: The term of your service is 2 years, probation period is 6 months.

Salary Details:

*Your monthly compensation will be as follows:

Component	Amount
Basic Salary	AED 2,280.00/- per month
Accommodation Allowance	AED 1,140.00/- per month
Transportation Allowance	AED 380.00/- per month
Total Monthly Compensation	AED 3,800.00/- per month

Other Welfare

In addition to your salary, you will be entitled to:

- Visa: The Employee will be provided resident visa under the Company's sponsorship.
- Medical Health Insurance: The Employee medical insurance is provided by Company according to UAE Labour Law.
- Annual Leave: The Employee will be entitled to Annual Paid leave of 30 calendar days to be taken between 1st January and 31st December
- Annual Air Ticket: The Company will provide the Employee an annual airfare allowance as per Company policy towards their annual leave
- Personal Sales Incentive: Structure determined by operations

Confidentiality

All business information you acquire during your employment is confidential and should not be disclosed to third parties.



**Employment Terms**

This offer letter provides a summary of your employment terms. A comprehensive employment contract with detailed terms and conditions will be provided upon your acceptance of this offer.

Acceptance

To accept this offer, please sign below and return the signed copy by **24-10-2025**. This offer remains valid until this date.

We look forward to welcoming you to the HLA team and to a mutually rewarding relationship.

Yours sincerely,

Gavin Han
HR Manager
HEILAN GENERAL TRADING L.L.C

**Acceptance of Offer**

I, Thanura Acharige, accept the offer of employment on the terms stated above.

Signature: 
Date: 22-10-2025