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# Al Futtaim Private Company LLC

PO Box 152, Dubai, UAE

Commercial Registration Number: 58554 Tel: +971 4 706 3333 Fax: +971 4 232 5814

e-mail: [hrconnect@alfuttaim.ae](mailto:hrconnect@alfuttaim.ae)

05 September 2024

**Name:** Wai Yan Htoo

**Passport No:** MH238254

**Nationality:** Myanmar

**Date of Birth:** 08-03-1989

Dear Wai Yan Htoo,

**Employment Offer Letter**

We are pleased to offer you the position of Administration Coordinator in Al Futtaim Motors, reporting to the National Sales Manager. Your position will be based in Al Ain and a detailed job scope and personal objectives will be provided on your arrival. We expect your start date will be November 2024, subject to successful completion of Government joining formalities. Typically, we start all employees on the first Monday after Government approvals have been received.

The Company operates a 12band structure in which your job has been evaluated at Band F, Assistant Manager.

Your salary in UAE Dirhams (AED) per month, expressed as your Total Package is outlined below.

|  |  |
| --- | --- |
| Base Salary: (used for calculation of any bonus and gratuity) | 4500 |
| Allowances: | 500 |
| Accommodation Allowance (AA): | 1000 |
| **Total Package** | **6000** |

You are eligible for a performance-based Incentive which will be paid periodically with your salary.

If you avail of company owned accommodation you will be eligible for an annual Company Accommodation Limit (CAL) of AED 78708. If company accommodation is not available or if you decide to opt out of the scheme, you will receive a monthly accommodation allowance (AA) of AED 5,000 as mentioned in the package above. Company housing is limited by type, location and a ceiling rental cost by band so availability cannot be guaranteed regardless of your entitlement. If you are provided with company accommodation during your employment, regardless of the nature of your accommodation, your entitlement to occupy company accommodation will expire 30 days after the last day of your employment.

On joining, the Company will pay you a Relocation Allowance of one month's gross salary including all cash components. This allowance should be treated as a loan and should you leave your appointment under any circumstance (initiated by either party) within the first three years, you will be required to repay the Relocation Allowance prorated.

You will be covered by a life insurance policy which pays up to two years base salary in the case of your death or permanent disability. Note: this is as per the Insurance company's conditions and policy.

The Employee, spouse and up to three children below 22 years will be covered for medical insurance as per the company policy.

The company will provide you with an Economy Class ticket from Oman to UAE to enable you to commence employment.

This will be for yourself, spouse and up to one child/ two / three children.

On completion of each two years of service, the company will pay you for a return air ticket for leave travel, to and from Trivandrum. The amount paid for this air fare will be based on the Market Selling Economy Class fare and will be deposited to your salary bank account. This will be for yourself, spouse and up to two children.

You will earn 29 days recreational leave per year as you are on a six-day roster. You will not be entitled to take annual leave during your probation period.

This contract is for an unlimited period.

Your probation period is six months from your start date. At the completion of the probation period, your employment may be terminated by either party with written notice of one month.

For all employment benefits related to children, the UAE Government defines dependent children as those below the age of 21 years as well as unmarried, unemployed daughters below the age of 25 years who reside with and depend on you, natural children who are unable to earn a living by virtue of a disability and unmarried children below the age of 25 years who are enrolled and studying in a recognised full time education program.

As a condition of your employment, you undertake not to seek or accept any employment in the UAE, with a competitor of the Company for a period of one year from the date of termination or resignation without the prior written approval of the Company. The Company will use its sole discretion in determining whether or not a certain company would be considered a competitor.

You undertake during the term of your service with the Company not to conduct business or hold an interest in a UAE based business for personal gain without specific written approval from the Group Director of Human Resources. You also agree not to disclose to any person not authorised to receive it or take from the workplace information in any form that could be considered material to business outcomes in the Al-Futtaim Group of Companies. This includes without limitation plans, results, data, names, financial information and relationships with suppliers, partners and customers.

Under the UAE law, you are eligible to receive a Gratuity in the form of a payment in proportion to the Base Salary component of your package and your number of years of service, payable at the end of your employment. The level of this payment is set by the UAE Government and may change in accordance with legislation.

This offer of employment is subject to your passing a medical examination and to your obtaining the right to work in the UAE. You should be aware that for the purposes of obtaining a UAE visa and work permits we require copies of key documents, certified both by local authorities and the UAE Consulate in your home country.

This offer of employment is issued subject to satisfactory completion of reference / background checks.

This offer of employment expires on November 27th. We request you send your acceptance to your Recruitment Specialist by e-mail or telephone who will then advise you in regards to the next stage in our recruitment process.

We are pleased that you are joining the Company and looking forward to the pleasure of working with you in the future.

Yours sincerely,



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| --- |
| Sarah Bradfield |
| HR Business Partner |

I agree to the terms of this contract and will abide by all Compensation and Benefit policies as they may change from time to time during the term of my service with the Company.



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| --- | --- |
| **Signature:** |  |
| **Name:** Wai Yan Htoo |  |
| **Date:** 06-09-2024 |  |