

**EMPLOYMENT OFFER LETTER**

Dear Mr. Wakeel,

Date: July 24, 2023

Congratulations!

We are pleased to extend you the below employment offer letter at Nabatat Contracting Company:

|                    |   |  |                |         |         |          |                |          |
|--------------------|---|--|----------------|---------|---------|----------|----------------|----------|
| Employee Name      | : | Wakeel Khan  |                |         |         |          |                |          |
| Iqama No.          | : | 2548716394   |                |         |         |          |                |          |
| Nationality        | : | Pakistani  |                |         |         |          |                |          |
| Job Title          | : | Labour   |                |         |         |          |                |          |
| Basic Salary       | : | SAR 700  | Food Allowance | SAR 200 | Housing | Provided | Transportation | Provided |
| Contract Period    | : | 2 years  |                |         |         |          |                |          |
| Contractual Status | : | Single   |                |         |         |          |                |          |
| Job Location       | : | Nabatat Contracting Company  |                |         |         |          |                |          |
| Project Name       | : | Maint. & Operation Services For The External Yards & Operation At KFI Airport        |                |         |         |          |                |          |
| Org. Unit Code     | : | 14000048   |                |         |         |          |                |          |
| Probation Period   | : | 90 Days  |                |         |         |          |                |          |
| Working Hours      | : | 48 Hours/ 6 days a week  |                |         |         |          |                |          |
| Air Ticket         | : | One round trip economy class ticket on completion of two years                       |                |         |         |          |                |          |
| Vacation Days      | : | 21 days per every one year plus public holidays.                                     |                |         |         |          |                |          |
| Medical            | : | As per company's standard health insurance policy.                                   |                |         |         |          |                |          |
| Others             | : | All other terms & condition will be in accordance with Saudi Labor law & Co. policy. |                |         |         |          |                |          |
| Total Package      | : | SAR 900  |                |         |         |          |                |          |

\*Note:

- Accepting this offer does not entail the creation of a contractual commitment, and a work contract will be signed between the two parties after expressing your approval on it.
- Validity of this offer one week from the above date.

Please write your name and sign below as a token of acceptance and return us with estimated joining date: \_\_\_\_\_

Name :  
Signature :  
Date :




Project/ Dept. Manager

Director, Human Resources



## نموذج مباشره عمل - Joining Form

| Joining Type                     | New Joining - مباشرة عمل جديدة  | نوع مباشره العمل     |
|----------------------------------|---|----------------------|
| Employee's Name                  | WAKEEL KHAN   | الاسم الموظف         |
| NBT_ID                           | 0   | رقم العمل            |
| Iqama Number                     | 2548716394  | رقم الهوية / الاقامه |
| Job Title                        | Labor   | المسمى الوظيفي       |
| Nationality                      | PAKISTAN  | الجنسية              |
| Department                       |   | القسم                |
| Cost Center                      | 4012  | مركز التكلفة         |
| Joining Date                     | 1/7/2023  | تاريخ المباشره       |
| Employee Signature               | WAKEEL KHAN   | إقرار الموظف         |
| الرئيس المباشر - Project Manager |   |                      |
| Name                             | م. عبدالحكيم بن عمار الخالدي  | الاسم                |
| Job Title                        | مدير مشروع  | المسمى الوظيفي       |
| Signature                        |  | التوقيع              |
| Remarks                          |   | ملاحظات              |
|                                  |   |                      |

مدير ادارة الموارد البشرية والشئون الادارية

شركة نباتات للمقاولات