



EMPLOYMENT OFFER LETTER

Date: 27/10/2025

LIMITED LIABILITY COMPANY "SKY INTERNATIONAL"

109380, Moscow, vnutrigorodskaya territoriya

goroda federalnogo znacheniya, Munitsipalnyi

Okrug Liublino, ul. Chaginskaya, 4 str. 13, pomesch. 10/2

Subject- Employment Offer Letter

To,

SUMEET DUTTA

Passport No.: AA869806

Dear SUMEET DUTTA,

We are pleased to offer you employment with **LIMITED LIABILITY COMPANY "SKY INTERNATIONAL"**, Madrid, Spain, for the position of **Construction Worker**, under the following terms and conditions:

1. Position

You are appointed as a **Construction Worker** at **SKY International's construction project site in Madrid, Spain**.

Depending on operational requirements, you may be assigned to other project sites within Spain.

2. Salary

- **Monthly Salary: €1200 (Euro)**
- **Payment Mode:** Salary will be paid monthly to your designated bank account.

- **Additional Benefits:** Free accommodation and meals are provided by the company.
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3. Accommodation and Food

- The company will provide **free accommodation** and **daily meals (food)** throughout your employment period.
 - Accommodation includes essential facilities such as bed, utilities, and kitchen access.
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4. Working Hours

- You are required to work **10–12 hours per day**, six (6) days per week.
 - Overtime, if required, will be compensated according to company policy and Spanish labour laws.
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5. Place of Work

- **Primary Work Location: SKY International Construction Site, Madrid, Spain.**
 - You may be temporarily assigned to other project sites within Spain as per company requirements.
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6. Contract Duration

- The employment contract shall be valid for a period of **one (1) year**, renewable upon mutual consent and satisfactory performance.
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7. Duties and Responsibilities

Your duties include, but are not limited to:

- Performing construction, building, and maintenance tasks as instructed.
- Assisting in loading/unloading of materials and equipment.

- Operating basic construction tools and maintaining site safety.
 - Following company and site safety rules at all times.
 - Reporting any workplace issues or hazards to the site supervisor.
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8. Visa and Travel Arrangements

- The company will assist in obtaining a Work Visa and other necessary employment permits for Spain.
 - The candidate must provide a valid passport and all required documents.
 - Travel arrangements will be organized as per visa approval and company schedule.
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9. Probation Period

A **three (3) month** probation period will apply from your date of joining. Confirmation of employment will depend on satisfactory performance during this period.

10. Benefits

You will be entitled to the following benefits:

- Free medical insurance as per company norms.
 - Free accommodation and food provided by the company.
 - Free transportation between accommodation and worksite.
 - Paid annual leave and public holidays as per Spanish labour law.
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11. Commencement of Employment

You are expected to join on or before **[Joining Date / As per company schedule]**.

12. Termination

- Either party may terminate this agreement with **30 days' written notice**.
- Immediate termination may occur in cases of:
 - Violation of company policies or misconduct.
 - Unauthorized absence from duty.
- Final settlement and relieving letter will be issued within 15 days after your last working day.

Please sign and return a copy of this letter as confirmation of your acceptance of the offer.

We are pleased to welcome you to **SKY International** and look forward to a productive association.

Sincerely,

For LIMITED LIABILITY COMPANY "SKY INTERNATIONAL"



HR Manager

LIMITED LIABILITY COMPANY "SKY INTERNATIONAL"

Moscow, Russian Federation

Employee Acceptance

I, **[Candidate's Full Name]**, accept the above offer and agree to abide by all the company's terms and conditions.

Signature: _____

Date: _____